



## Annual Meeting Agenda

Tuesday, June 23, 2020

4:00 PM – VIRTUAL MEETING

Good afternoon. Today is Tuesday, June 23, 2020. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's 2020 Annual Meeting is being conducted remotely. Members of the Board of Commissioners are in separate locations and not at the normal meeting location of the Harborview Community Room. I will call the meeting to order shortly.

There will be no video associated with this meeting; it will be solely audio. The reason for this is projecting video through Zoom sometimes causes a delay, which makes communication in this scenario difficult and awkward.

In just a moment, we will start individually unmuting the microphones of each member of the Housing Commission Board. We are unmuting them individually to make sure there is no disruptive audio feedback coming from each of them. Individually unmuting the calls allows us to identify the source of any disruptive audio issues easily. Program Director Lindsay McIntyre is assisting me with this meeting, and you may hear her voice if we have an issue that requires her assistance.

The microphones of all members of the Housing Commission Board, Ms. McIntyre, and myself will always be live unless there is an audio disruption. Ms. McIntyre will now begin to unmute and check each microphone that will be live during the meeting.

***We will now activate microphones one by one and individually call on each Housing Commission Board member to confirm they can hear and be heard. Once complete, the Executive Director/Secretary will continue reading below.***

As a reminder, Housing Commission Board members, please clearly state your name before speaking, or making a motion or a second. Roll call will be taken by the Executive Director/Secretary, as usual.

Now that activating the microphones is complete, I will call the meeting to order.

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

## **1. Call to Order/Roll Call <sup>1</sup>**

The 2020 Annual meeting of the City of Manistee Housing Commission is called to order by Clinton McKinven-Copus, Executive Director and Commission Secretary.

Roll call attendance will now be taken.

## **2. Nominations for and Election of Commission President**

At this time, the Executive Director Clinton McKinven-Copus will solicit nominations for President of the Board of Commissioners. City of Manistee Housing Commission Commissioners may nominate another member of the Board to serve as President. Upon closing of nominations, Executive Director Clinton McKinven-Copus will conduct a vote to determine the President of the Board of Commissioners. The vote shall be conducted by roll call.

## **3. Meeting leadership turned over to the newly elected Commission President**

## **4. Nominations for and Election of Commission Vice-President/Treasurer**

At this time, the Commission President will solicit nominations for Vice-President/Treasurer of the Board of Commissioners. City of Manistee Housing Commission Commissioners may nominate another member of the Board to serve as Vice-President/Treasurer. Upon closing of nominations, the President will conduct a vote to determine the Vice-President/Treasurer of the Board of Commissioners. The vote shall be conducted by roll call.

## **5. Commission Presidential Appointments**

### *a. Audit Committee*

- 1) Chair (per By-Laws)---Commission Treasurer
- 2) Commission General Counsel
- 3) Commission President

### *b. Personnel Committee*

- 1) Doug Parkes
- 2) Kelly Tomaszewski
- 3) Commission General Counsel

## **6. Annual Meeting Resolution 2020-01 Establishment of Regular Meetings**

## **7. Adjournment of Annual Meeting**

At the adjournment of the Annual Meeting, the President of the Commission will call the Regular Meeting of the Commission to order.



## ANNUAL MEETING RESOLUTION 2020-01

### Establishment of Regular Meetings for 2020 – 2021

**WHEREAS**, the City of Manistee Housing Commission (CMHC) By-Laws, Section 3.3 requires that the regular meetings for the year be set at the Annual Meeting and posted in accordance with the Michigan Open Meetings Act, and

**WHEREAS**, CMHC, also meets in work sessions as called by the Commission President or the Executive Director;

**NOW, THEREFORE**, on the motion of \_\_\_\_\_ supported \_\_\_\_\_ by 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 regular meetings for 2020-2021 is set as follows:

- Tuesday, July 28, 2020
- Tuesday, August 25, 2020
- Tuesday, September 22, 2020
- Tuesday, October 13, 2020 [Public Hearing on Annual Plan/Adoption of Annual Plan]
- Tuesday, November 17, 2020
- Tuesday, December 15, 2020
- Tuesday, January 26, 2021
- Tuesday, February 23, 2021
- Tuesday, March 23, 2021
- Tuesday, April 27, 2021
- Tuesday, May 25, 2021
- Tuesday, June 22, 2021 [Annual Meeting and Regular Meeting]

Regular meetings shall be at 4:00 PM and held in the Harborview Apartments (273 Sixth Ave.) Community Room OR by a virtual meeting. CMHC shall post meeting notices and cancellations at the following locations:

- City of Manistee website [www.manisteemi.gov/](http://www.manisteemi.gov/)
- CMHC Main office window (located at Harborview Apartments)
- Harborview Apartments Main Lobby

**BE IT FURTHER RESOLVED** that the City of Manistee Housing Commission Board of Commissioners shall establish work sessions on an as-needed basis.

Work sessions shall be at 4:00 PM and held in either the Conference Room of the Housing Commission’s main office (Harborview Apartments), the Community Room of Harborview Apartments OR by a virtual meeting. The location shall be posted with notification. CMHC shall post meeting notices and cancellations at the following locations:

- City of Manistee website [www.manisteemi.gov/](http://www.manisteemi.gov/)
- CMHC Main office window (located at Harborview Apartments)
- Harborview Apartments Main Lobby

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"/>
Karen Goodman	<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 June 23, 2020, the City of Manistee Housing Commission Board of Commissioners approved Resolution AM 2020 – 01 and that the foregoing is a true and correct copy.

\_\_\_\_\_  
Dale Priester, President

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director



Tuesday, June 23, 2020

Meeting Agenda

Immediately following the Annual Meeting – VIRTUAL MEETING

The Regular Meeting of the City of Manistee Housing Commission Board of Commissioners will be called to order immediately following the adjournment of the Annual Meeting.

**1. Call to Order/Roll Call**

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

**2. Amendments to Agenda**

**3. Public Hearing on the 2020-2025 5-Year Plan**

All individuals attending the virtual meeting will wait in a virtual waiting room, with their microphones muted. When it comes time for the Public Hearing, each person waiting in the virtual waiting room will be called individually by the last four digits of their telephone number. Individuals will be asked if they have a comment for the Public Hearing or if they are passing.

It is **very important** that those giving comments have a good phone connection and no sound or noise whatsoever in the background (televisions and all forms of audio should be muted); otherwise, there will be disruptive audio. If the caller cannot correct the issue, we will move on to the next person in line.

Please be aware that for those calling, when they first call in, their full telephone number may be visible for a period of time on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.

*At this time, citizens who wish to comment during the Public Hearing for the 2020-2025 5-Year Plan may do so. The City of Manistee Housing Commission's Public Comment Policy limits each individual to a three [3] minute statement.*

***The Executive Director/Secretary or the Program Director will unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on an agenda related item. Once complete, the meeting back will be turned back over to President Priester.***

#### 4. Public Comments on Agenda Related Items

All individuals attending the virtual meeting will wait in a virtual waiting room, with their microphones muted. When it comes time for the public comment, each person waiting in the virtual waiting room will be called individually by the last four digits of their telephone number. Individuals will be asked if they have a comment on an agenda item or if they are passing.

It is **very important** that those giving comments have a good phone connection and no sound or noise whatsoever in the background (televisions and all forms of audio should be muted); otherwise, there will be disruptive audio. If the caller cannot correct the issue, we will move on to the next person in line.

Please be aware that for those calling, when they first call in, their full telephone number may be visible for a period of time on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.

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

***The Executive Director/Secretary or the Program Director will unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on an agenda related item. Once complete, the meeting back will be turned back over to President Priester.***

## 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 – April 28, 2020\*

### **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
  - a. March 31, 2020
2. Public Housing Bank Reconciliation
  - a. March 31, 2020
3. Public Housing Current Year vs. Prior Year
  - a. March 31, 2020

#### **ii. Domestic Violence Grant Program\***

1. Domestic Violence Grant Program Financial Statement
  - a. March 31, 2020
2. Domestic Violence Bank Reconciliation
  - a. March 31, 2020

#### **iii. Security Deposits Reconciliation\***

1. Security Deposit Reconciliation
  - a. March 31, 2020

### **c. Resolutions**

*Consent Agenda resolutions are matters of compliance with the U.S. Department of Housing and Urban Development or 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. There are no items of old business to come before the Commissioners

## 7. New Business

- a. Resolution 2020-03 Adoption of the 5-Year Plan 2020-2025

## 8. Reports and Communications

*At this time the Commissioners may receive reports or Communications from:*

- a. Executive Director Report
- b. Staff Reports
- c. Commissioner Reports/Comments
- d. Received Communications
  - i. None received

## 9. Public Comment

*At this time, citizens may comment on general 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.*

Every person waiting in the virtual waiting room will be called by the last four digits of their telephone number.

***The Executive Director/Secretary will unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on Housing Commission affairs. Once complete, the meeting back will be turned back over to President Priester for adjournment.***

## 10. Adjournment

## 11. Announcements and Upcoming Meetings

- a. Regular Commission Meeting  
July 28, 2020, 4:00 PM

# **Five-Year Plan 2020 – 2025**

## **PUBLIC REVIEW COPY**

**Legal Notice**  
**2020 – 2025 Five-Year Plan Comment Period**

**City of Manistee Housing Commission 2020 – 2025 Five-Year Plan Comment Period**

On March 23, 2020, the City of Manistee Housing Commission shall make available for public review a draft copy of components of its Five-Year 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](http://www.manisteemi.gov)
- City of Manistee Housing Commission Offices  
Harborview Apartments  
273 6<sup>th</sup> 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 2020 – 2025 Five-Year Plan Comment  
Attn: Clinton McKinven-Copus, Executive Director  
273 Sixth Ave.  
Manistee, MI 49660  
OR  
[clintonmc@manisteehousing.com](mailto:clintonmc@manisteehousing.com)

The City of Manistee Housing Commission has scheduled a public hearing for May 26, 2020, at 4:00 PM in the Community Room of Harborview Apartments located at 273 Sixth Ave., Manistee, MI 49660. At this time, the CMHC Commissioners shall receive and consider any written comments before the finalization of their Five-Year Agency Plan for submission to HUD on or before May 29, 2020.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Manistee Housing Commission</u> PHA Code: <u>MI078</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2020</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> 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 on 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 the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. 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: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">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:																	
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Lead PHA:																											

<p><b>B.</b></p>	<p><b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.</p>
<p><b>B.1</b></p>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the Manistee Housing Commission is to provide safe, decent, and affordable housing to individuals and families living at or below 50% of our Area Medium Income [AMI], with a particular emphasis on those living at or below our AMI.</p>
<p><b>B.2</b></p>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>The goal and objective of the Manistee Housing Commission over the next five years are to reposition the 218 units of our public housing through the RAD program. Upon completion of the repositioning, our public housing units will utilize Project-Based Rental Assistance.</p> <p>MHC has submitted an application for the Rental Assistance Demonstration (RAD) program and received a CHAP on December 19, 2019, for AMP MI078000002 Century Terrace. As a result, the MHC will be converting the units listed below to Project-Based Rental Assistance (PBRA) under the guidelines of PIH Notice 2012-32, REV-1, and any successor Notices.</p> <p><b>AMP 2: Century Terrace</b></p> <ul style="list-style-type: none"> <li>• 2 mid-rise buildings <ul style="list-style-type: none"> <li>○ Harborview Apartments</li> <li>○ Century Terrace Apartments</li> </ul> </li> <li>• Designated near-elderly, elderly and disabled</li> <li>• Total of 172 units <ul style="list-style-type: none"> <li>○ 171 units of public housing</li> <li>○ 1 unit as common space</li> </ul> </li> <li>• Bedroom size distribution <ul style="list-style-type: none"> <li>○ 1 bedroom – 157</li> <li>○ 2 bedroom - 10</li> </ul> </li> </ul> <p>Upon conversion, the unit types, bedroom sizes, and the number of units in each category will remain the same. Since the RAD CHAP award has received, MHC has submitted an application into the Inventory Removal module in PIC for the disposition of these sites.</p> <p>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 through the Project-Based Rental Assistance (PBRA) program. The same families who are eligible today for public housing will be eligible for the PBV program.</p> <p>Upon conversion to the Project-Based Rental Assistance 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-2019-09, Rev. 4, PIH-2019-23 (HA) 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 review 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.</p> <p>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 \$XX and Capital Funds up to the amount of \$XX towards the conversion.</p> <p>Upon conversion of Century Terrace, MHC intends to convert the balance of its public housing portfolio, utilizing one of HUD’s current conversion tools: RAD, Section 18 Demolition and Disposition, or Section 22 Streamlined Voluntary Conversion. The units to be converted as Phase II are for the Harborview Scattered Sites and are listed below:</p>

<p><b>B.2</b> CONTINUED</p>	<p><b>AMP 1: Harborview Apartments</b></p> <ul style="list-style-type: none"> <li>• Scattered Site homes and duplexes</li> <li>• Designated general population</li> <li>• Total of 48 units <ul style="list-style-type: none"> <li>○ 47 units of public housing</li> <li>○ 1 unit as common space</li> </ul> </li> <li>• Bedroom size distribution <ul style="list-style-type: none"> <li>○ 1 bedroom – 8</li> <li>○ 2 bedroom – 22</li> <li>○ 3 bedroom – 9</li> <li>○ 4 bedroom - 8</li> </ul> </li> </ul> <p>Upon the Phase II conversion, which MHC anticipates completing no later than Q4 of 2024, the unit types, bedroom sizes, and the number of units in each category will remain the same. Pursuant to PIH Notice 2018-04, MHC would apply for Tenant Protection Vouchers for these remaining 48 units and subsequently project-based the vouchers to the units to maintain and ensure long term affordability. Upon successful conversion of the last 48 Public Housing units, MHC intends to close out its Public Housing program pursuant to PIH Notice 2016-23.</p> <p>Please see: Attachment 1B of the RAD Notice H-2019.09, Rev. 4 PIH 2019-23, and the Joint Housing/PIH Notice H-2017-09/PIH 2014-17.</p>
<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 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"> <li>• Modernization of the elevators in the Harborview Apartments high rise</li> <li>• Maintenance and repair of the roof system of the Century Terrace high rise</li> <li>• Updating of several units</li> </ul> <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>
<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Manistee Housing Commission proactively notifies and informs public housing program participants of the protections available through VAWA. When we are alerted by a domestic violence victim of the occurrence of abuse, we work with the individual and those subject to the abuse, to remove the abuser from the public housing unit.</p>
<p><b>B.5</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>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.</p> <p>Manistee Housing Commission excludes the following items from the Substantial Deviation/ Modification definition:</p> <ol style="list-style-type: none"> <li>a. Changes to the Capital Fund Budget produced as a result of each approved RAD, Section 18 or Section 22 Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;</li> <li>b. Changes to the construction and rehabilitation plan for each approved RAD, Section 18 or Section 22 conversion; and</li> <li>c. Changes to the financing structure for each approved RAD conversion</li> <li>d. Changes to the CHAPs either adding or removing units and/or modifying timeframes;</li> <li>e. Changes to the Relocation Plan and processes for each approved RAD, Section 18 or Section 22 conversion;</li> <li>f. The decision to convert to either Project-Based Rental Assistance or Project-Based Voucher assistance; and</li> <li>g. Changes to a Section 18 or Section 22 Disposition Plan and/or application for units identified in this plan.</li> </ol> <p>Significant Amendment</p> <p>Significant Amendment: Defined as:</p> <ul style="list-style-type: none"> <li>• Changes to rent or admissions policies or organizations of the waiting list;</li> <li>• Additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund; and</li> <li>• Any change with regard to demolition or disposition, designation, homeownership programs or conversions activities</li> <li>• Findings from studies such as Physical Needs Assessments (PNA).</li> <li>• Opportunity to expand public housing with potential partnerships with privately leveraged funds.</li> <li>• Moving of funding between line items totaling more than 10% of the total grant.</li> <li>• Participation in RAD Conversion</li> </ul>

<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>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>

Public Review Copy

# Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

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## A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

## B. 5-Year Plan.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**
- (a) Did the public or RAB provide comments?
  - (b) If yes, submit 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 §903.17\(a\)](#), [24 CFR §903.19](#))

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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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.

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## **Attachment 1B – Resident Provisions in Conversions of Assistance from Public Housing to PBRA and PBV**

This Attachment contains two sections, describing:

- 1B.1 Summary of Resident Provisions
  - 1B.2 Resident Participation and Funding
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### 1B.1 Summary of Resident Provisions

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD (including for those that will reside in non-RAD PBV units in the Covered project):

- Conversion will be considered a significant action requiring discussion in the PHA’s Five-Year Plan, Annual Plan or MTW Plan or requiring a significant amendment to a PHA Plan (see [Section 1.5.E.](#) of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see [Section 1.8](#) of this Notice);
- No rescreening at conversion (see [Section 1.6.C.1](#) of this Notice for conversions to PBV and [Section 1.7.B.1.](#) for conversions to PBRA);
- A right to return, which covers the right to return to the rent-assisted property after temporary relocation (when temporary relocation is necessary to facilitate rehabilitation or construction), or the right to occupancy of the new unit if the rental assistance is transferred to a new unit. (See [Section 1.4.A.5.](#) of this Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice.)
- Phase-in of tenant rent increases (see [Section 1.6.C.3.](#) of this Notice for conversions to PBV and [Section 1.7.B.3.](#) for conversions to PBRA);
- Relocation protections, including procedural rights, assistance with moving, and applicable relocation payments. (See [Section 1.4.A.5](#) of this Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice.)
- Continued participation in the ROSS-SC FSS and JobsPlus programs (see [Sections 1.6.C.5 and 1.6.C.9](#) of this Notice, for conversions to PBV and [Section 1.7.B.4](#) for conversions to PBRA);
- Continued Earned Income Disregard (see [Section 1.6.C.8](#) of this Notice, for conversions to PBV and [Section 1.7.B.7](#) for conversions to PBRA);

- Continued recognition of and funding for legitimate residents organizations (see [Section 1.6.C.6](#) of this Notice for conversions to PBV, [Section 1.7.B.5](#) of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see [Section 1.6.C.7.](#) of this Notice for conversions to PBV and [Section 1.7.B.6.](#) of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the Covered Project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7.C.5 of this Notice for conversions to PBRA).

The foregoing is a summary of special provisions and alternative requirements relating to residents of public housing projects converting to RAD and does not attempt to capture all program requirements and details. For additional information, refer to the full text of this Notice and to the RAD Fair Housing, Civil Rights, and Relocation Notice (Notice H 2016-17; PIH 2016-17).

## 1B.2 Resident Participation and Funding<sup>98</sup>

The following provisions contain the resident participation and funding requirements for public housing conversions to PBRA and PBV, respectively.

### **A. PBRA: Resident Participation and Funding**

Residents of Covered Projects converting assistance to PBRA will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). In addition, a Project Owner must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate tenant organization at the covered property. Resident participation funding applies to all occupied units in the Covered Project as well as units which would have been occupied if not for temporary relocation. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate resident organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization.

Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner. Eligible uses of funds are the same as those permitted under “Guidance on the use of Tenant Participation Funds,” Notice PIH 2013-21. The Department strongly encourages residents and Project Owners to resolve questions concerning specific uses of resident participation funds directly. If a dispute over funding arises the resident organization or Project Owner may refer any disputes over funding to the HUD Field Office for intervention only after documented efforts to at direct resolution have proven unsuccessful.

### **B. PBV: Resident Participation and Funding**

To support resident participation following conversion of assistance, residents of Covered Projects converting assistance to the PBV program will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living

<sup>98</sup> For the purposes of this Attachment, HUD uses the term “Project Owner” to refer to the owner of a Converting Project or Covered Project, as applicable to the context.

environment, which includes the terms and conditions of their tenancy as well as activities related to housing and community development.

- 1. Legitimate Resident Organization.** A Project Owner must recognize legitimate resident organizations and give reasonable consideration to concerns raised by legitimate resident organizations. A resident organization is legitimate if it has been established by the residents of a Covered Project, meets regularly, operates democratically, is representative of all residents in the project, and is completely independent of the Project Owner, management, and their representatives.

In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate resident organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization.

- 2. Protected Activities.** Project Owners must allow residents and resident organizers to conduct the following activities related to the establishment or operation of a resident organization:
  - a. Distributing leaflets in lobby areas;
  - b. Placing leaflets at or under residents' doors;
  - c. Distributing leaflets in common areas;
  - d. Initiating contact with residents;
  - e. Conducting door-to-door surveys of residents to ascertain interest in establishing a resident organization and to offer information about resident organizations;
  - f. Posting information on bulletin boards;
  - g. Assisting resident to participate in resident organization activities;
  - h. Convening regularly scheduled resident organization meetings in a space on site and accessible to residents, in a manner that is fully independent of management representatives. In order to preserve the independence of resident organizations, management representatives may not attend such meetings unless invited by the resident organization to specific meetings to discuss a specific issue or issues; and
  - i. Formulating responses to Project Owner's requests for:
    - i. Rent increases;
    - ii. Partial payment of claims;
    - iii. The conversion from project-based paid utilities to resident-paid utilities;
    - iv. A reduction in resident utility allowances;
    - v. Major capital additions; and

vi. Prepayment of loans.

In addition to these activities, Project Owners must allow residents and resident organizers to conduct other reasonable activities related to the establishment or operation of a resident organization.

Project Owners shall not require residents and resident organizers to obtain prior permission before engaging in the activities permitted in this section.

3. **Meeting Space.** Project Owners must reasonably make available the use of any community room or other available space appropriate for meetings that is part of the multifamily housing project when requested by:
- a. Residents or a resident organization and used for activities related to the operation of the resident organization; or
  - b. Residents seeking to establish a resident organization or collectively address issues related to their living environment.

Resident and resident organization meetings must be accessible to persons with disabilities, unless this is impractical for reasons beyond the organization's control. If the project has an accessible common area or areas, it will not be impractical to make organizational meetings accessible to persons with disabilities.

Project Owners may charge a reasonable, customary and usual fee, approved by the Secretary as may normally be imposed for the use of such facilities in accordance with procedures prescribed by the Secretary, for the use of meeting space. A PHA may waive this fee.

4. **Resident Organizers.** A resident organizer is a resident or non-resident who assists residents in establishing and operating a resident organization, and who is not an employee or representative of current or prospective Project Owners, managers, or their agents.

Project Owners must allow resident organizers to assist residents in establishing and operating resident organizations.

5. **Canvassing.** If a Covered Project has a consistently enforced, written policy against canvassing, then a non-resident resident organizer must be accompanied by a resident while on the property of the project.

If a project has a written policy favoring canvassing, any non-resident resident organizer must be afforded the same privileges and rights of access as other uninvited outside parties in the normal course of operations. If the project does not have a consistently enforced, written policy against canvassing, the project shall be treated as if it has a policy favoring canvassing.

A resident has the right not to be re-canvassed against his or her wishes regarding participation in a resident organization.

- 6. Funding.** Project Owners must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate resident organization at the covered property.<sup>99</sup> These funds must be used for resident education, organizing around tenancy issues, and training activities. Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner. Eligible use of funds are the same as those permitted under “Guidance on the use of Tenant Participation Funds,” Notice PIH 2013-21. The Department strongly encourages residents and Project Owners to resolve questions concerning specific uses of resident participation funds directly. If a dispute over funding arises the resident organization or Project Owner may refer any disputes over funding to the Contract Administrator for intervention only after documented efforts to at direct resolution have proven unsuccessful.

<sup>99</sup> Resident participation funding applies to all occupied units in the Covered Project as well as units which would have been occupied if not for temporary relocation.



ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

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**Special Attention of:**

Public Housing Agencies  
Public Housing Hub Office Directors  
Public Housing Program Center Directors  
Regional Directors  
Field Office Directors  
RAD Transaction Managers

**Notice H 2014-09**  
PIH 2014-17

Issued: July 14, 2014

This notice remains in effect until amended,  
superseded, or rescinded.

Cross Reference: PIH Notice 2012-32 (HA)  
REV 1

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**Subject: Relocation Requirements under the Rental Assistance Demonstration (RAD) Program, Public Housing in the First Component**

**1. Purpose**

This Notice provides public housing agencies (PHAs)<sup>1</sup> and their partners with information and resources on applicable program and relocation assistance requirements when planning for or implementing resident moves as a result of a **Rental Assistance Demonstration (RAD)** conversion<sup>2</sup> under the first component of the demonstration.<sup>3</sup> This Notice provides guidance on RAD relocation requirements and requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA), as they relate to the public housing conversion process under the first component.<sup>4</sup>

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<sup>1</sup> This Notice always uses the term “PHA” to refer to the owner of the project prior to and after the RAD conversion, even though, in some cases, the owner of the converted RAD project may be another public entity, a non-profit organization, or other owner (e.g., low-income housing tax credit owner). In addition, this Notice uses “PHA” to refer to the “displacing agency,” a URA term that means the agency or person that carries out a program or project, which will cause a resident to become a displaced person. Projects vary and, for any specific task described in this Notice, may require substituting in a reference to a party that is more appropriate for a specific project.

<sup>2</sup> The content of this Notice should not be relied upon in carrying out any other activities funded under any other HUD program, except where specifically directed by HUD.

<sup>3</sup> The “first component” of RAD allows public housing and Moderate Rehabilitation properties to convert assistance; the “second component” refers to conversion of Rent Supplement, Rental Assistance Payment, and Moderate Rehabilitation properties upon contract expiration or termination.

<sup>4</sup> Relocation concerns and URA requirements apply to both components of RAD. This notice provides guidance only as to the first component.

Relocation assistance provided pursuant to public housing and RAD requirements is broader than URA relocation assistance requirements. Not all specific situations requiring relocation under RAD may trigger URA assistance requirements. In addition, whereas all qualifying residents<sup>5</sup> of a converting public housing project are eligible for relocation assistance under RAD, some residents or household members may not meet the statutory and regulatory requirements for eligibility under URA. This Notice supersedes PIH Notice 2012-32 (HA), REV-1, with respect to relocation matters. This Notice also specifically addresses when relocation may begin (see Section 9 below). As necessary, the Department will issue additional guidance on relocation issues and requirements as they relate to RAD.

## **2. Background**

RAD allows public housing properties to convert assistance to long-term project-based Section 8 contracts. In many cases, a RAD project may require relocation of residents when properties undergo repairs, are demolished and rebuilt, or when the assistance is transferred to another site. PIH Notice 2012-32 REV-1 (see also FR Notice 5630-N-05, 78 FR 39759-39763 (July 2, 2013)) details RAD program requirements.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) is a federal law that establishes minimum standards for federally-funded programs and projects that include the acquisition of real property (real estate) and/or displace persons from their homes, businesses, or farms as a result of acquisition, rehabilitation, or demolition of real property.<sup>6</sup> The URA will apply to acquisitions of real property and relocation of persons from real property that occurs as a direct result of acquisition, rehabilitation, or demolition for a project that involves conversion of assistance to Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) programs under RAD.

Additionally, all relocation conducted as part of a RAD conversion and all relocation assistance provided under URA must be consistent with applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Because each RAD proposal varies in its scope, this Notice may not address each PHA's specific circumstances. RAD PHAs and participants should carefully review the regulations, notices, and guidance material referenced in this Notice. Any questions related to the applicability of these requirements should be referred to the RAD Transaction Managers (TM) or may be emailed to [rad@hud.gov](mailto:rad@hud.gov).

## **3. Applicable Legal Authorities**

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<sup>5</sup> The term "resident" as used in this Notice refers to eligible resident families of public housing residing in a property applying for participation in RAD or a property that undergoes a conversion of assistance through RAD.

<sup>6</sup> HUD Handbook 1378 (Tenant Assistance, Relocation, and Real Property Acquisition), available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/library/relocation/policyandguidance/handbook1378](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/library/relocation/policyandguidance/handbook1378).

- RAD: Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011), with the implementing PIH Notice 2012-32, REV-1
- URA statute and implementing regulations: 49 CFR part 24
- FHEO: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act
- Section 104(d) of the Housing and Community Development Act of 1974, statute and implementing regulations (if CDBG and/or HOME funds are used): 24 CFR part 42, subpart C

#### **4. Relocation Planning**

If there is a possibility that residents will be relocated as a result of acquisition, demolition, or rehabilitation for a project converting under RAD, PHAs must undertake a planning process in conformance with URA in order to minimize the adverse impact of relocation (49 CFR 24.205(a)).

While a written Relocation Plan is not a requirement under RAD or URA, the Department strongly encourages PHAs to prepare a written Relocation Plan, both to establish their relocation process and to communicate this process consistently and effectively to all relevant stakeholders. Appendix 1 contains recommended elements of a Relocation Plan.

The following presents a general sequencing of relocation planning activities within the RAD milestones:

<b>Stage</b>	<b>Activities</b>
1. Prior to submission of RAD application	<ul style="list-style-type: none"> <li>• Determine potential need for relocation</li> <li>• Meet with residents to discuss plans, communicate right to return, and solicit feedback</li> <li>• Provide <i>General Information Notice</i> (GIN) to residents</li> <li>• Survey residents to prepare Relocation Plan and relocation process cost estimate</li> </ul>
2. After receipt of the Commitment to Enter into a HAP Contract (CHAP) Award	<ul style="list-style-type: none"> <li>• Prepare Significant Amendment to PHA Plan</li> <li>• Assess and refine need for relocation</li> <li>• Develop a Relocation Plan (See Appendix 1 for recommended content)</li> <li>• Identify relocation housing options</li> </ul>
3. Preparing Financing Plan (due to RAD Transaction Manager no later than 180 days following	<ul style="list-style-type: none"> <li>• Budget for relocation expenses</li> <li>• Submit FHEO Accessibility &amp; Relocation checklist (PHAs may submit Relocation Plan along with checklist)</li> </ul>

Stage	Activities
CHAP award)	
4. Receipt of RAD Conversion Commitment (RCC)	<ul style="list-style-type: none"> <li>• The date of issuance of the HUD RCC marks the date of “Initiation of Negotiations” (ION), as defined in the URA (49 CFR 24.2(a)(15))</li> <li>• Provide residents with appropriate notice informing them if they will be relocated and any associated relocation assistance</li> <li>• Meet with residents to describe approved conversion plans and discuss required relocation</li> </ul>
5. Closing/RAD conversion	<ul style="list-style-type: none"> <li>• Generally, resident relocation should not begin until after the date of closing/conversion of assistance under RAD</li> <li>• PHAs must adhere to notification requirements (described in Paragraph 8 of this Notice): generally, a minimum of 30 days for residents to be temporarily relocated for up to a year, and 90 days for permanent relocation</li> <li>• PHAs seeking to move residents prior to closing must receive prior approval from HUD as described in Paragraph 9 of this Notice</li> </ul>

### **5. Resident Right to Return**

RAD program rules prohibit the permanent involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed and is in decent, safe, and sanitary conditions.<sup>7</sup> The period during which residents may need to be temporarily relocated is determined by the period of rehabilitation or construction, which will be specific to each project.

If proposed plans for a project would preclude a resident from returning to the RAD project, the resident must be given an opportunity to comment and/or object to such plans. If the resident objects to such plans, the PHA must alter the project plans to accommodate the resident in the converted project. If a resident agrees to such plans, the PHA must secure informed, written consent from the resident to receive permanent relocation assistance and payments consistent with URA and acknowledge that acceptance of such assistance terminates the resident’s right to return to the project. In obtaining this consent, PHAs must inform residents of their right to return, potential relocation, and temporary and permanent housing options at least 30 days before residents must make a decision. The PHA cannot employ any tactics to pressure residents into

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<sup>7</sup> Where the transfer of assistance to a new site is approved, residents of the converting project will have the right to reside in an assisted unit at the new site once rehabilitation or new construction is complete.

relinquishing their right to return or accepting permanent relocation assistance and payments.<sup>8</sup> A PHA may not terminate a resident's lease if it fails to obtain this consent.

PHAs must keep documentation of such information provided to residents and such consent by residents. While HUD does not require PHAs to submit documentation of obtaining this consent, PHAs and participants must properly brief residents on their housing and relocation options and must keep auditable written records of such consultation and decisions. HUD may request this documentation during a review of the FHEO Relocation and Accessibility Checklist or if relocation concerns arise.

Examples of project plans that may preclude a resident from returning to the converted RAD project include, but are not limited to:

- Changes in bedroom distribution (i.e. when larger units will be replaced with smaller units such that current residents would become under-housed or when smaller units will be replaced with larger units such that current residents would become over-housed);
- Where a PHA is reducing the number of assisted units at a property by a de minimis amount<sup>9</sup>, but those units are occupied by assisted residents; or
- The reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery.

In all scenarios where residents voluntarily accept permanent relocation to accommodate project plans, these residents are eligible for permanent relocation assistance and payments under URA. If a resident accepts permanent relocation assistance, the resident surrenders his or her right to return to the completed project.

## **6. Relocation Assistance**

Under RAD, relocation assistance may vary depending on the length of time relocation is required.<sup>10</sup>

- a. In instances when the PHA anticipates that a resident will be relocated for more than a year, the PHA must offer the resident the choice of:
  - Permanent relocation assistance and payments at URA levels; or
  - Temporary relocation assistance, including temporary housing, while the resident retains his or her right to return and reimbursement for all reasonable out-of-pocket expenses associated with the temporary relocation.

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<sup>8</sup> Persons with disabilities returning to the RAD project may not be turned away or placed on a waiting list due to a lack of accessible units. Their accessibility needs must be accommodated.

<sup>9</sup> A reduction in total number of assisted units at RAD project of 5% or less. (Section 1.5.B of PIH 2012-32 REV-1)

<sup>10</sup> Some residents may not qualify for relocation assistance under URA. A nonexclusive listing of persons who do not qualify as displaced persons under URA is at 49 CFR 24.2(a)(9)(ii). See also, Paragraph 1-4(J) of HUD Handbook 1378.

The PHA must give the resident no less than 30 days to decide between permanent and temporary relocation assistance. If the resident elects to permanently relocate with assistance at URA levels, the PHA must inform the resident that his or her acceptance of permanent relocation assistance terminates the resident's right to return to the completed RAD project.

- b. In instances when a resident elects temporary relocation assistance and reoccupies a unit in the completed project within one year, the resident need not be offered permanent relocation assistance pursuant to URA.

Great care must be exercised to ensure that residents are treated fairly and equitably. If a resident is required to relocate temporarily in connection with the project, his or her temporarily occupied housing must be decent, safe, and sanitary and the resident must be reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation. These expenses include, but are not limited to, moving expenses and increased housing costs during the temporary relocation.

- c. In the event that a resident elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the resident becomes eligible for all permanent relocation assistance and payments under URA. (This assistance would be in addition to any assistance the person has already received for temporary relocation, and may not be reduced by the amount of any temporary relocation assistance.) In such event, the PHA shall give the resident the opportunity to choose to remain temporarily relocated for an agreed-to period (based on new information about when they can return to the completed RAD unit), or choose to permanently relocate with URA assistance.

PHAs may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA. If the resident elects to permanently relocate with URA assistance, the PHA must inform the person that the person's acceptance of URA relocation assistance to permanently relocate will terminate the person's right to return to the completed RAD project. Conversely, unless and until the resident elects to be permanently relocated, the resident may remain temporarily relocated with a right to return to the completed project.

## **7. Initiation of Negotiations (ION) Date**

Eligibility for URA relocation assistance is generally effective on the date of initiation of negotiations (ION) (49 CFR 24.2(a)(15)). For RAD projects, the ION date is the date of the issuance of the RAD Conversion Commitment (RCC).

## **8. Resident Notification**

When a project converting under RAD will include relocation of residents, notice must be provided to those resident households. For each notice listed below, one notice shall be given to each resident household. The purpose of these notifications is to ensure that residents are

informed of their potential rights and the relocation assistance available to them. During initial meetings with residents about RAD and in subsequent communications with residents related to relocation, the PHA should inform residents that if they choose to move after receiving a written GIN, but prior to receiving a RAD Notice of Relocation, they may jeopardize their eligibility for relocation assistance. However, PHAs should note that a resident move undertaken as a direct result of the project may still require relocation assistance and the resident may be eligible to receive permanent relocation assistance under the URA even though the PHA has not yet issued notices.

a. *General Information Notice* (49 CFR 24.203(a) & Handbook 1378, Paragraph 2-3(B))

As soon as feasible in the planning process, the PHA must provide each resident with a written GIN (see sample in Appendix 2) to provide a general description of the project, the activities planned, and the relocation assistance that may become available. URA regulations state that the GIN should be provided *as soon as feasible*. Under RAD, PHAs must provide GINs during the initial RAD resident meetings, before submitting a RAD application. GINs must do at least the following:

- Inform the resident that he or she may be displaced for the project and generally describe the relocation payment(s) for which the resident may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s);
- Inform the resident that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the resident successfully relocate;
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she will not be required to move without at least 90 days advance written notice, and inform any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available;
- Inform the resident that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child (see 49 CFR 24.208(h) for additional information); and
- Describe the resident's right to appeal the PHA's determination as to a person's eligibility for URA assistance.

b. *RAD Notice of Relocation*

If a resident will be relocated to facilitate the RAD conversion, the PHA shall provide notice of such relocation (RAD Notice of Relocation). The PHA shall issue this notice upon the PHA's receipt of the RCC from HUD, which is the ION date.

If residents will not be relocated, notice of relocation is not required, but the PHA should

notify them that they are not being relocated.<sup>11</sup>

The RAD Notice of Relocation must conform to the following requirements:

- The notice must state the anticipated duration of the resident's relocation.
- PHAs must provide this notice a minimum of 30 days prior to relocation to residents who will be temporarily relocated.<sup>12</sup> Longer notice may be appropriate for persons who will be relocated for an extended period of time (over 6 months), or if necessary due to personal needs or circumstances.
- Residents whose temporary relocation is anticipated to exceed one year must be informed that they will have no less than 30 days to elect temporary or permanent relocation as described in Section 6 of this Notice. When timing is critical for project completion, the 30-day decision period can run concurrently with the 30-day notice period for temporary relocation and with the 90-day period for permanent relocation if the PHA makes available comparable replacement dwellings consistent with 24.204(a).
- Residents who will be permanently relocated must receive written notice a minimum of 90 days prior to relocation. This 90-day time period may only begin once the PHA has made available at least one comparable replacement dwelling consistent with 49 CFR 24.204(a).<sup>13</sup>
- The notice must describe the available relocation assistance, the estimated amount of assistance based on the individual circumstances and needs, and the procedures for obtaining the assistance. The notice must be specific to the resident and his or her situation so that the resident will have a clear understanding of the type and amount of payments and/or other assistance the resident household may be entitled to claim.
- The notice must explain the reasonable terms and conditions under which the resident may continue to lease and occupy a unit in the completed project.
- The notice must state that the PHA will reimburse the resident for all reasonable out-of-pocket expenses incurred in connection with any temporary move. These expenses include, but are not limited to, moving expenses and increased housing costs (rent, utilities, etc.).

*c. Notice of Intent to Acquire (49 CFR 24.203(d))*

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<sup>11</sup> HUD policy generally requires a "notice of non-displacement" in certain instances; the RAD program does not require this notice. Although the scope of this notice is limited to guidance for projects requiring relocation, PHAs should note, however, that there may be notification requirements for projects that do not involve relocation. The RAD conversion will terminate the resident's public housing lease and commence a PBV or PBRA lease, even when there is no relocation required. In such instances, state law may impose certain notification requirements. In addition, public housing regulations generally require 30 days' notice prior to lease termination. PHAs are encouraged to review public housing requirements set forth in 24 CFR parts 5 and 966.

<sup>12</sup> HUD may approve shorter notice periods based on an urgent need due to danger, health, or safety issues or if the person will be temporarily relocated for only a short period.

<sup>13</sup> PHAs should note that URA regulations also require, where possible, that three or more comparable replacement dwellings be made available before a resident is required to move from his or her unit.

For RAD projects involving acquisition, residents may be provided with a notice of intent to acquire (“*Notice of Intent to Acquire*”) prior to the ION date with HUD’s prior approval. Once the Notice of Intent to Acquire is provided, a resident’s eligibility for relocation assistance and payments is established. Therefore, the RAD Notice of Relocation must be provided in conjunction with or after the Notice of Intent to Acquire. A RAD Notice of Relocation would not otherwise be sent prior to the ION date.

Since residents who accept permanent relocation must receive 90 days advanced written notice prior to being required to move, providing residents the Notice of Intent to Acquire and RAD Notice of Relocation prior to the ION date may be necessary to provide sufficient notice of relocation to a resident in instances where there may not be 90 days between the issuance of the RCC (ION date) and the anticipated closing date. This allows the PHA to issue the notice earlier so that relocation may begin upon closing. This allows program participants to conduct orderly relocation upon closing, minimize adverse impacts on displaced persons, and to expedite project advancement and completion.<sup>14</sup>

- d. *URA Notice of Relocation Eligibility – for residents whose temporary relocation exceeds one year* (49 CFR 24.203(b) & Handbook 1378, Paragraph 2-3(C))

After a resident has been temporarily relocated for one year, the PHA must provide a notice of relocation eligibility in accordance with URA requirements (“*Notice of Relocation Eligibility*”). This notice is not required if the resident has already accepted permanent relocation assistance.

The Notice of Relocation Eligibility must conform to URA requirements as set forth in 49 CFR Part 24, to HUD Handbook 1378 and to the following requirements:

- The PHA must provide updated information as to when it is anticipated that the resident will be able to return to the completed project.
- The resident may choose to remain temporarily relocated based upon such updated information or may choose to accept permanent URA relocation assistance in lieu of exercising the right to return.
- If the resident chooses to accept permanent URA relocation assistance and such assistance requires that the resident move, the URA requires such resident to receive 90 days advance written notice of the earliest date they will be required to move (i.e., 90-Day Notice, 49 CFR 24.203(c)). The PHA should be mindful that the 90-day time period may only begin once the PHA has made available at least one “comparable replacement dwellings” as set forth in 49 CFR 24.204(a).

## **9. Initiation of Relocation**

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<sup>14</sup> PHAs and program participants should note that, in most instances, it will be most appropriate for the acquiring entity to send this notice.

Unless otherwise approved by HUD, relocation may not begin until the date of closing of the RAD transaction and recordation of the RAD Use Agreement. PHAs must provide residents being temporarily relocated at least 30 days advance written notice of the required move. PHAs must give residents being permanently relocated at least 90 days advance written notice of the required move. This means PHAs are advised to plan carefully to account for this 30-day or 90-day notice period to ensure the closing is not delayed.

However, HUD is aware that, in rare cases, some project plans necessitate relocation prior to closing. With prior HUD approval, for projects involving acquisition, PHAs may relocate residents prior to the closing date subject to public housing requirements (see 24 CFR part 5 and 24 CFR 966). PHAs must contact their assigned RAD transaction manager (TM) to discuss plans as early as possible in the process to ensure compliance with all RAD and URA requirements.

If relocation prior to closing is desired, PHAs should submit to the TM the following information, as early as possible in the process:

- A written request for relocation prior to closing. The request must include justification of why the early relocation is necessary for the viability of the RAD transaction. Justification may include the presence of outside financing, such as Low Income Housing Tax Credit (LIHTC) awards, if the PHA can show that early relocation is necessary to meet critical LIHTC deadlines.
- FHEO Accessibility and Relocation Checklist.
- Evidence of intent to comply with public housing requirements, as applicable. Generally, public housing regulations require public housing residents to receive 30 days' notice prior to relocation and that such notice either be published in the PHA's admissions and continued occupancy policies (ACOP) or published elsewhere at least 30 days prior to receipt of such notice (24 CFR parts 5 and 966).

When seeking to relocate residents prior to closing, submission of this request as early as possible is preferred, prior to the 180-day Financing Plan milestone if possible (with Financing Plan submission following the request).

HUD reserves the right to request additional follow-up information, including a Relocation Plan and related budget, prior to approving such requests. PHAs must receive written HUD approval before beginning relocation of residents prior to closing.

Early planning and submission of the Financing Plan and FHEO checklist to HUD will ensure the PHA has built in the 30- or 90-day notice period prior to initiating relocation.

## **10. Fair Housing and Civil Rights Requirements**

PHAs must comply with all applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, when conducting relocation planning and providing relocation assistance. Further, communication must be provided in a manner that is effective for persons

with disabilities (24 CFR 8.6) and for person who are Limited English Proficient (see 72 FR 2732). This section discusses some of the PHA's obligations under these laws and regulations. However, the applicability of civil rights laws is not limited to the activities discussed in this section. PHAs conducting relocation activities should familiarize themselves with applicable civil rights statutes, regulations, and guidance, including but not limited to, those listed at the end of this section.

- **Effective Communication for Persons with Disabilities:** Communications and materials must be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6), and as applicable, the Americans with Disabilities Act; and for persons who are limited English proficient (*see* 72 Fed Reg 2732). This includes ensuring that training materials are in appropriate alternative formats as needed, e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters.
- **Accessible Meeting Facilities for Persons with Disabilities:** When holding public meetings, PHAs must give priority to methods that provide physical access to individuals with disabilities, i.e., holding the meetings, workshops, and briefings or any other type of meeting in an accessible location, in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990, as applicable. All programs and activities must be held in accessible locations unless doing so would result in an undue financial and administrative burden, in which case the PHA must take any action that would not result in such an alteration or such burden but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity, e.g., briefings at an alternate accessible, in-home briefing. Individuals with disabilities must receive services in the most integrated setting appropriate to their needs. The most integrated setting appropriate to the needs of qualified individuals with disabilities is a setting that enables individuals with disabilities to interact with nondisabled person to the fullest extent possible (28 CFR part 35, appendix B).
- **Meaningful Access for Persons with Limited English Proficiency (LEP):** PHAs must provide meaningful access to programs and activities for persons who have a limited ability to read, speak, or understand English. Any person with LEP who will be temporarily relocated or permanently displaced must have meaningful access to any public meetings regarding the project. In addition, any information provided to residents including, but not limited to, any notices required under the URA, should be provided in the appropriate language to persons with LEP. Generally, PHAs will be responsible for providing oral interpreters at meetings, including ensuring their competence, and covering any associated translation and interpretation costs.
- URA requires that PHAs provide persons who are unable to read or understand the notices, such as persons with disabilities or persons with LEP, with appropriate translation and counseling to ensure that they understand their rights and responsibilities and the assistance available to them (49 CFR 24.5). URA also requires that each notice indicate the name and telephone number of a person to contact with questions or for other

needed help (49 CFR 24.5). This notice should include the number for the telecommunication device for the deaf (TDD) or other appropriate communication device, if applicable (24 CFR 8.6(a)(2)).

- **Comparable Housing for Persons with Disabilities:** PHAs should identify the accessibility needs of residents to be relocated by consulting existing information (e.g., tenant characteristics forms, including identification of the need for accessible unit features; records of approved reasonable accommodations, and records of the presence of accessible unit features). For guidance on providing relocation assistance to persons with disabilities, see Exhibit 3-1 in HUD Handbook 1378.
- **Advisory Services:** PHAs should determine the advisory services that will be necessary to ensure a successful relocation program consistent with 49 CFR 24.205(c). Such advisory services may include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them (49 CFR 24.205(c)). Advisory counseling must also inform residents of their fair housing rights and be carried out in a manner that satisfies the requirements of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Executive Order 11063 (49 CFR 24.205(c)(1)). In addition, PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800669-9777 (Voice) or 1-800-927-9275 (TDD) or at <http://www.hud.gov>.

#### Fair Housing References:

- Section 504 of the Rehabilitation Act of 1973
  - Regulations: 24 CFR part 8
  - Fair Housing Act Regulations: 24 CFR part 100
  - Title VI of the Civil Rights Act of 1964
  - Regulations: 24 CFR part 1
  - Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) (72 FR 2732)
  - Exhibit 3-1 Compliance with Section 504 of the Rehabilitation Act in HUD Handbook 1378 (Tenant Assistance Relocation and Real Property Acquisition)
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## **11. Other Requirements**

a. **Public Housing Program Compliance**

PHAs should note that public housing resident provisions related to occupancy and termination, including grievances and related hearings, will remain in effect until the execution of the new PBV or PBRA Housing Assistance Payment (HAP) contract.

b. **Evictions for Cause**

If the PHA determines that a resident was evicted in accordance with applicable state and local law for serious or repeated violation of material terms of the lease, and the eviction was not undertaken for the purpose of evading the obligation to make available URA payments and other assistance, the resident is not entitled to relocation payments and assistance under the URA (49 CFR 24.206).

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Jemine A. Bryon  
General Deputy Assistant Secretary  
for Public and Indian Housing

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Carol J. Galante, Assistant Secretary for  
Housing-Federal Housing Commissioner

## **APPENDICES**

### **Appendix 1**

#### **Recommended Relocation Plan Contents**

### **Appendix 2**

#### **Sample RAD General Information Notice (GIN)**

### **Appendix 3**

#### **Sample RAD Notice of Relocation (for relocation anticipated for a year or less)**

### **Appendix 4**

#### **Sample RAD Notice of Relocation (for relocation anticipated for more than a year)**

### **Appendix 5**

#### **Sample Notice of Eligibility for URA Relocation Assistance (for residents who have been temporarily relocated for more than a year)**

## **Appendix 1: RECOMMENDED RELOCATION PLAN CONTENTS**

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While written Relocation Plans are not required under RAD or URA, the Department strongly encourages PHAs to document their relocation planning process and procedures in a written Relocation Plan. The following provides suggested content for Relocation Plans.

### **I. Project Summary**

The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, number of units, configuration, occupancy information, and funding sources).

The basic components of a plan include:

- A general description of the project and the site, including acquisition, demolition, rehabilitation, and construction activities and funding sources;
- A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site;
- Information on occupancy (including the number of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temporarily relocated);
- Information on relocation needs and costs (including the number of residents who plan to relocate with Section 8 assistance);
- General moving assistance information;
- Temporary move assistance (including information on the duration of temporary moves);
- Permanent move assistance; and
- Appeals process.

### **II. Resident Return and Re-occupancy Policies**

For residents that will be temporarily relocated, the plan should include the criteria that will be used to determine the priority for residents to re-occupy units at the project after rehabilitation, demolition, and/or construction is completed. For example, if units will come online in stages, the plan should outline how the PHA will determine when each resident will return to the project. PHAs should ensure that any written return or re-occupancy policy is compliant with related RAD requirements, such as the right-to-return policy and the “no re-screening upon conversion” policy, as described in the RAD Notice.

### **III. Summary of Moving Costs**

The plan should include a summary of moving costs, identified by move types, including the following:

### Temporary Moves

- Number of and cost amount for two-way moves (i.e., a move to another unit and then a return move) within the same building/complex.
- Number of and cost amount for two-way moves to a unit not in the same building/complex, carried out by the PHA.
- Number of and cost amount for two-way moves to a unit not in the same building/complex not carried out by the PHA.

### Permanent Moves

- Number of and cost amount for one-time moves into another unit in the same building/complex.<sup>15</sup>
- Number of and cost amount for one permanent move to a unit not within the same building/complex, carried out by the PHA.  
PHAs should note that if a residential move is carried out by the PHA at no cost to the resident, this per-household estimate must include the required dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the most current dislocation allowance:  
[http://www.fhwa.dot.gov/real\\_estate/practitioners/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm)
- Number of and cost amount for one permanent move to a unit not within the same building/complex that is not carried out by the PHA.

## IV. Temporary Relocation Assistance

The PHA will assist residents who are required to move temporarily. At the Initiation of Negotiations (ION), the PHA will send a RAD Notice of Relocation to residents who will be relocated. Appendices 3 and 4 of this Notice contain sample RAD Notices of Relocation to be provided to residents that will be temporarily relocated.

The plan should detail the temporary relocation assistance the PHA will provide for residents (Paragraph 2-7 of HUD Handbook 1378). This assistance includes:

- Temporary Housing - The PHA will provide temporary housing that is decent, safe, and sanitary on a nondiscriminatory basis for residents who are relocated temporarily. The PHA will also pay for reasonable increased housing costs that the resident incurs in connection with the temporary relocation.

NOTE: If a resident's relocation exceeds one year, the PHA must then issue a *Notice of Relocation Eligibility* (49 CFR 24.203(b)) to the resident and offer the resident permanent

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<sup>15</sup> A resident who moved to another unit in the same building/complex may be considered a displaced person under URA if the resident moves from the building/complex permanently and was not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move within the same building/complex and/or if other conditions of the move within the building/complex were not reasonable.

relocation assistance and payments at URA levels. The PHA must provide this notice to affected residents as soon as the temporary relocation exceeds one year.

- Packing and Moving Assistance - Since most residents prefer to pack their own personal possessions and items of value, they should be provided packing instructions, boxes, markers, and tape for the move. If assistance in packing is needed, the PHA should provide the resident with information on how to request this assistance. The PHA is responsible for covering all reasonable moving expenses incurred in connection with temporarily relocating a resident. The PHA may reimburse the resident's out-of-pocket moving expenses and/or directly carry out the move.
- Payment for Temporary Relocation Moving Expenses - The plan should also indicate how the PHA intends to provide or reimburse for moving services and expenses. The PHA can choose to do one or more of the following:
  - Undertake the moves itself, using force account labor or a moving company;
  - Use PHA's contractor or moving company;
  - Carry out moves with employees of the PHA;
  - Reimburse residents for all actual and reasonable moving costs.

NOTE: The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will not incur any reasonable out-of-pocket moving expenses. Failure to do so may result in the resident not being fully reimbursed.

- Utility Costs - The PHA is responsible for covering the expenses relating to disconnection and reconnection of necessary utilities. If the resident has telephone, cable service or Internet access, the PHA is responsible for covering the expenses involved in transferring existing service. The PHA may also pay utility deposits, if required at the temporary relocation housing (HUD Handbook 1378, paragraph 2-7(A)(3)). If a resident is temporarily relocating from a public housing unit to a non-public housing unit, the resident must be reimbursed for reasonable increases in utility costs even if the PHA utility allowance is lower than the actual costs to the resident.

## **V. Permanent Relocation Assistance**

Based on the local housing resources available, the PHA should identify the replacement housing options that will be available to meet the housing needs of residents to be permanently relocated. Replacement housing options for residents that meet the definition of a "displaced person" (49 CFR 24.2(a)(9)) under the URA include, but are not limited to:

- Other Public Housing;
- Section 8 Project-Based Voucher unit;
- Section 8 Housing Choice Voucher unit;
- Homeownership housing;

- Private-market rental housing (affordable, non-subsidized).<sup>16</sup>

The plan should describe each type of replacement housing projected to be available, including:

1. Number of units, by bedroom size, expected to be available, and discussion of whether available units will meet dwelling requirements of relocated residents;
2. General area or location of unit(s);
3. Criteria for receiving relocation assistance; and
4. Any other information that might benefit residents in their consideration of housing choices.

The plan should include a description of the permanent relocation assistance the PHA will provide to residents. This assistance includes:

- Availability of Comparable Replacement Housing – Under URA, no displaced resident will be required to move unless at least one comparable replacement dwelling (49 CFR 24.2(a)(6)) is made available at least 90 days before the required move (49 CFR 24.203(c)). Comparable replacement dwellings must contain the accessibility features needed by displaced persons with disabilities (49 CFR 24.2(a)(8)(vii); 49 CFR part 24, Appendix A, §24.2(a)(8)(vii)). If the comparable replacement dwelling is not subsidized housing, the PHA should contact the RAD staff for advice on replacement housing payment requirements.
- Referral to Housing Not Located in an Area of Minority Concentration - Whenever possible, minority persons shall be given reasonable opportunities to relocate to decent, safe, and sanitary replacement dwellings that are within their financial means and not located in areas of minority concentration (49 CFR 24.205(c)(2)(ii)(D)). However, this policy does not require a PHA to provide a person a larger payment than is necessary to enable a person to relocate to a comparable replacement dwelling unit.
- Permanent Relocation Moving Expenses from Public Housing to Public Housing - The PHA may choose one of the following options for covering the expenses involved in moving public housing residents that are relocated into other public housing:
  - Undertake the move itself, using force account labor or a moving company. Residents should incur no moving costs under this option, but if such expenses are incurred, the PHA is responsible for reimbursing the resident for any such actual and reasonable expenses. In such case, the resident is also entitled to a dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the current dislocation allowance and is available at: [http://www.fhwa.dot.gov/real estate/practitioners/uniform act/relocation/moving cost schedule.cfm](http://www.fhwa.dot.gov/real%20estate/practitioners/uniform%20act/relocation/moving%20cost%20schedule.cfm)

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<sup>16</sup> Every effort should be made to find another subsidized unit as replacement housing for a resident relocating from subsidized housing so that the resident will continue receiving the housing subsidy as long as it is needed.

NOTE: Residents who prefer to pack their own personal possessions and items of value may be provided packing instructions, boxes, markers, and tape for their move. If a resident needs assistance in packing, they should contact the PHA. It is the responsibility of the PHA to pack and move all of their belongings and household goods, if so desired.

Allow the resident to elect one of the following choices:

- 1) The PHA will reimburse the resident for the cost of all actual reasonable and necessary moving and related expenses (49 CFR 24.301), such as:
  - Transportation of the resident and personal property. This may include reimbursement at the current mileage rate for personally owned vehicles that need to be moved. Transportation costs for a distance beyond 50 miles are not eligible, unless the PHA determines that relocation beyond 50 miles is justified.
  - Packing, crating, uncrating, and unpacking of personal property.
  - Storage of personal property for a period not to exceed 12 months, unless the PHA determines that a longer period is necessary.
  - Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
  - Insurance for the replacement value of the property in connection with the move and necessary storage.
  - The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

- 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49 CFR 24.302), available at:

[http://www.fhwa.dot.gov/real\\_estate/practitioners/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm)

Permanent Relocation Moving Expenses for All Other Moves – Under URA, residents who are permanently displaced, except for those residents displaced from public housing and moving to other public housing, are entitled to the assistance described in the brochure *Relocation Assistance To Residents Displaced From Their Homes*, available in English at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16280.doc](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16280.doc) and in Spanish at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16281.doc](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16281.doc). Residents may choose moving assistance from one of the following two options.

- 1) The PHA will reimburse the resident for the cost of all actual reasonable moving and related expenses (49 CFR 24.301).
- 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49

CFR 24.302), available at:

[http://www.fhwa.dot.gov/real estate/practitioners/uniform act/relocation/moving cost schedule.cfm](http://www.fhwa.dot.gov/real%20estate/practitioners/uniform%20act/relocation/moving%20cost%20schedule.cfm).

- Replacement Housing Payment - In addition to covering moving expenses, displaced residents may be entitled to a replacement housing payment (RHP). This payment is intended to cover the increase, if any, in monthly housing costs for a 42-month period.

When calculating the RHP, the PHA must consider the comparable replacement housing unit offered to the resident. Since the PHA is not required to pay an RHP amount that exceeds the amount of RHP calculated for the offered comparable replacement dwelling, residents are cautioned to work closely with the PHA prior to their move.

- Accessible Housing for Persons with Disabilities - Under the URA, persons with disabilities who will be permanently displaced must be relocated to a replacement dwelling that contains the accessibility features they need (49 CFR 24.2(a)(8)(vii); 49 CFR Appendix A, 24.2(a)(8)(vii)). A person with disabilities who has been relocated must be offered a comparable replacement dwelling unit that contains accessible features comparable to the housing from which the tenant has been displaced or relocated. This is so even if the tenant has paid for the acquisition and/or installation of accessible features in the housing from which he or she has been relocated; in such instances, the recipient must ensure that the replacement housing contains comparable accessible features or provide relocation assistance to the tenant in an amount that covers the cost of acquiring and/or installing comparable accessible features. Under the URA, an agency may use project funds to remove architectural barriers for displaced owners and tenants with disabilities or take other last resort housing measures if comparable replacement dwelling units are not available within the monetary limits prescribed under the URA regulations (49 CFR 24.404(c)(vii); HUD Handbook 1378, Paragraph 3-8).

## VI. Relocation Budget

Based on the results of the planning process, the PHA should create a relocation budget that includes the following six components:

- 1) The cost of administering the plan and providing assistance and counseling.
- 2) Reasonable moving expenses for a person with disabilities, which may include the cost of moving assistive equipment that is the personal property of the residents, the furnishings and personal belonging of a live-in aide, and/or other reasonable accommodations (HUD Handbook 1378, Paragraph 3-2).
- 3) The cost of the physical move of the residents' belongings. (It is suggested that the move costs be broken down by average cost per move type multiplied by the number of moves.)

NOTE: This physical move cost total should be based on the move scenarios anticipated

or projected by the resident survey.

- 4) The cost estimated to pay for projected increases in monthly housing costs for temporary relocation.
- 5) The cost estimated to pay for the replacement housing payment (RHP) (42-month period for URA or 60-month period if section 104(d) applies).
- 6) Contingency costs estimated for carrying out the relocation process necessary to complete the proposed project. (The PHA should state where these costs are indicated in the application, or attach any other information required by HUD, to support these costs.)

## **VII. Appeal Process**

If a resident disagrees with the PHA's decision as to the resident's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal to the PHA. The Relocation Plan should describe the specific appeal procedures to be followed consistent with 49 CFR 24.10 (and 24 CFR 42.390 if section 104(d) is involved). At a minimum, the resident will have 60 days to file an appeal with the PHA after receiving written notification of a claim or ineligibility determination.

## **VIII. Certification**

The plan should contain a certification of compliance with the URA and, if applicable, section 104(d).

### **Technical Assistance**

The PHA should direct questions on this Notice's relocation assistance requirements to their RAD Transaction Manager or [email rad@hud.gov](mailto:email_rad@hud.gov).

## Appendix 2: SAMPLE RAD GENERAL INFORMATION NOTICE (GIN)

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### PHA LETTERHEAD

#### RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE (GIN)

[Date]

Dear [Resident Name],

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that [the proposed acquisition, rehabilitation or demolition, may require you to be relocated (temporarily or permanently) from your unit]. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition

to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property in the future, you will be informed in writing. [PHA] will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, [PHA] may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: [Name, Title, Address, Phone, Email Address]. This letter is important to you and should be retained.

Sincerely,

[Name]

[Title]

NOTES:

1. Files must indicate how this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378)
2. This is a sample GIN. PHAs should revise it to reflect project-specific circumstances.
3. PHAs may provide residents with HUD brochure “Relocation Assistance To Residents Displaced From Their Homes” available at:  
<http://www.hud.gov/offices/cpd/library/relocation/publications/1042.pdf>.

**Appendix 3: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for a year or less)**

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***THIS IS A GUIDE FORM.  
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear *[Resident Name]*,

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On *[date]*, the *[Public Housing Authority]* (PHA) notified you of proposed plans to *[acquire/ rehabilitate/demolish]* the property you currently occupy at *[address]*. On *[date]*, HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. *[In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property] (Displacing Agency) intends to acquire the property you currently occupy. This is a Notice of Intent to Acquire.]*

In order for PHA to complete the project, you will need to be relocated for *[anticipated duration of relocation]*. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation payments and assistance.

However, **you do not need to move now.** This notice informs you that a decent, safe, and sanitary dwelling unit, listed below, has been made available to you and you will be required to move by *[insert date at least 30 days after the date of this notice]*.

If your temporary relocation exceeds one year and you qualify as a "displaced person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

The relocation assistance to which you are entitled includes:

- Payment for Moving Expenses.** You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary

move. [PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.]

- The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.
- [List appropriate relocation advisory services and any other services and assistance provided.]

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled.

**Remember, do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

\_\_\_\_\_  
Print name:

Title:

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*

**Appendix 4: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for more than a year)**

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***THIS IS A GUIDE FORM.  
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [*Resident Name*],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [*date*], the [*Public Housing Authority*] (PHA), notified you of proposed plans to [acquire/ rehabilitate/demolish] the property you currently occupy at [*address*]. On [*date*], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. [*In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property] (Displacing Agency) intends to acquire the property you currently occupy. This is a Notice of Intent to Acquire.*]

In order for PHA to complete the project, you will need to be relocated for [*anticipated duration of relocation*]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now.** If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). [*Note to PHA: These time periods may start running as of the date of this Notice if the notice of relocation includes such information on the temporary and/or comparable replacement dwelling options, as applicable. In such circumstance, add applicable sentences to adequately notify the resident. For example: This notice informs you that a temporary unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [date no sooner than 30 days after notice]. This notice informs you*

that a comparable unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [*date no sooner than 90 days after notice*].]

If you choose temporary relocation, your relocation exceeds one year and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

If you choose to receive temporary relocation assistance, this assistance will include:

- Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. [*PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.*]
- The location of your temporary replacement unit is [*address*]. This temporary housing has been determined to be decent, safe and sanitary.
- [*List appropriate relocation advisory services and any other services and assistance provided.*]

If you elect to receive permanent relocation assistance, this assistance will include:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. [*PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.*]
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- [*PHA: list here any permanent relocation assistance offered, such as a Housing Choice Voucher.*]

- Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

	Address	Rent & Utility Costs	Contact Info
1.			
2.			
3.			

We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$(42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] *[PHAs should note that, at the agency's discretion, a down-payment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).]* Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

**Remember, do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

\_\_\_\_\_

Print name:

Title:

Enclosure/s

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*

**Appendix 5: SAMPLE NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE (For residents who have been temporarily relocated for more than a year)**

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***THIS IS A GUIDE FORM.  
IT SHOULD BE REVISED TO REFLECT THE CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [*Resident*]:

The property you formerly occupied at [*address*] is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. You have been temporarily relocated from that property since [*date*.] Your temporary relocation has exceeded one year.

It has been determined that you qualify as a "displaced person" according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You are eligible for relocation assistance and payments under the URA.

**You may choose to remain temporarily relocated and return to a unit in the RAD project once it is completed.** It is currently estimated that you may return to the RAD project by [*date*]. If you choose to remain temporarily relocated, you will stay at your current location until the RAD project is completed.

Alternatively, you may choose permanent relocation assistance and payments for which you are eligible, as listed below. If you choose permanent relocation assistance, you give up your right to return to the completed RAD project. However, **you do not need to move now.** If you choose permanent relocation assistance instead of exercising your right to return to the completed RAD project, you will not be required to move sooner than 90 days from the date that at least one comparable replacement unit has been made available to you. [*Alternatively: You will not be required to move sooner than 90 days from the date of this notice, which informs you of a comparable replacement unit that has been made available for you.*]

**This is your Notice of Eligibility for relocation assistance.**

**The effective date of your eligibility is [*insert date that relocation exceeds one year.*]**

**NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h).** All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

The relocation assistance to which you are entitled includes:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. [*PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.*] This is in addition to any amounts received to reimburse for any reasonable out-of-pocket expenses incurred in connection with the temporary move.
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- [*PHA list here any other relocation assistance offered the resident, such as Housing Choice Voucher .*]

Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

	Address	Rent & Utility Costs	Contact Info
1.			
2.			
3.			

We believe that the unit located at [*address*] is most representative of the original unit you occupied in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is \$[*amount*] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately \$ [42 x \$Amount], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a downpayment assistance payment which is equal to your maximum replacement housing payment, [\$ amount] [*PHAs should note that, at the agency's discretion, a downpayment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).*] Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe, and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for any applicable relocation payments.

**Remember, do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

---

Print Name:

Title:

Enclosure/s

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*

**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  X  5-Year and/or   Annual PHA Plan for the PHA fiscal year beginning  01/01/2020 , 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
  - X  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 **2020 - 2025**

Annual PHA Plan for Fiscal Year \_\_\_\_\_

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

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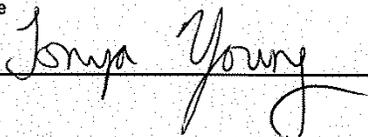


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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or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

Name of Authorized Official <u>Tonya Young</u>	Title <u>Consolidated Plan Coordinator</u>
Signature 	Date <u>7-2-19</u>

**Request for Certification of Consistency  
Local Housing Authorities**

**Instructions:** Complete this form and attach the completed Required Form for Certification of Consistency with the State Consolidated Plan and send to the following address:

**Tonya Young**  
Program—Policy Manager  
Community Development Division  
Michigan State Housing Development Authority  
[youngt4@michigan.gov](mailto:youngt4@michigan.gov)

**LHA Name** City of Manistee Housing Commission

**Address** 273 Sixth Ave

Manistee, MI 49660

**Contact** Clinton McKinven-Copus

**Phone #** 231-723-6201, Ext. 102

**FAX #** 231-723-8900

**E-Mail** clintonmc@manisteehousing.com

**Program Year Start Date** January 1, 2020

**Date of Plan Submission to HUD** October 18, 2019

**CERTIFICATION:**

I Clinton McKinven-Copus, Executive Director of the City of Manistee Housing Commission (LHA), have reviewed the State of Michigan Housing and Community Development Consolidated Plan and hereby certify that the Annual and Five-Year plans, as approved for submission to HUD by the LHA Board, is consistent with the State of Michigan's Consolidated Plan as described in the attached Required Form for Certification with the State Consolidated Plan.

Signed/Dated \_\_\_\_\_

**Attachment:** Required Form for Certification of Consistency with the State Consolidated Plan

**Request for Certification of Consistency  
Local Housing Authorities**

**Instructions:** Complete this form and attach the completed Required Form for Certification of Consistency with the State Consolidated Plan and send to the following address:

**Tonya Young**  
**Program—Policy Manager**  
**Community Development Division**  
**Michigan State Housing Development Authority**  
[youngt4@michigan.gov](mailto:youngt4@michigan.gov)

**LHA Name** City of Manistee Housing Commission

**Address** 273 Sixth Ave  
Manistee, MI 49660

**Contact** Clinton McKinven-Copus  
**Phone #** 231-723-6201, Ext. 102  
**FAX #** 231-723-8900  
**E-Mail** clintonmc@manisteehousing.com

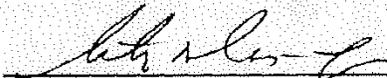
**Program Year Start Date** January 1, 2020

**Date of Plan Submission to HUD** October 18, 2019

**CERTIFICATION:**

I Clinton McKinven-Copus, Executive Director of the City of Manistee Housing Commission (LHA), have reviewed the State of Michigan Housing and Community Development Consolidated Plan and hereby certify that the Annual and Five-Year plans, as approved for submission to HUD by the LHA Board, is consistent with the State of Michigan's Consolidated Plan as described in the attached Required Form for Certification with the State Consolidated Plan.

Signed/Dated

 07.02.2019

**Attachment:** Required Form for Certification of Consistency with the State Consolidated Plan

# 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:  10.15.2019

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

# 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:

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  Clinton McKinven-Copus	Title  Executive Director
Signature  X	Date

## 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



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

**Meeting Minutes  
April 28, 2020  
Regular Meeting**

The regular meeting of the City of Manistee Housing Commission was called to order by President Dale Priester on Tuesday, April 28, 2020, at 4:03 PM remotely as authorized by Executive Order of the Governor.

**Roll Call:**

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input 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:**

All individuals in attendance at the virtual meeting were in a virtual waiting room, with their microphones muted. When it came time for public comment, each person waiting in the virtual waiting room was called individually by the City Clerk by the last four digits of their telephone number. Individuals were asked if they had a comment or if they were passing.

There were no members of the public in attendance at the virtual meeting of Tuesday, April 28, 2020.

**Amendments to the Agenda:**

There were no amendments to the agenda.

**Consent Agenda:**

**A. Approval of Minutes**

- i. Regular Meeting – February 25, 2020\*

**B. Financial Reports**

- i. Public Housing Financial Statements\*
  - 1. Public Housing Financial Statement
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020
  - 2. Public Housing Bank Reconciliation
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020
  - 3. Public Housing Current Year vs. Prior Year
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020
- ii. Domestic Violence Grant Program\*
  - 1. Domestic Violence Grant Program Financial Statement
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020
  - 2. Domestic Violence Bank Reconciliation
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020
- iii. Security Deposits Reconciliation\*
  - 1. Security Deposit Reconciliation
    - a. December 31, 2019
    - b. January 31, 2020
    - c. February 29, 2020

**C. Resolutions**

- i. *No Resolutions on Consent Agenda\**

Consent Agenda		Moted By: Commissioner Tomaszewski		Second By: Vice-President Parkes
Commissioner	Yes	No	Absent	Results
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>
Doug Parkes	<input checked="" type="checkbox"/>	<input 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"/>	

**Old Business:**

There were no items of old business to come before the Commissioners.

**New Business:**

Resolution # 2020-02	Title: Authorization of Credit Card Processing Contract			Motion By: Vice-President Parkes	Second By: Treasurer McDougall
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input 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"/>		

**Executive Director's Report:**

Executive Director, Clinton McKinven-Copus reviewed the prepared report.

**Other Staff Reports:**

There were no additional staff reports

**Finances:**

Financial statements approved with the Consent Agenda

**Committee Reports:**

There were no reports from Committees

**Communications:**

No communications were received to be brought before the Commissioners

**Public Comment:**

All individuals in attendance at the virtual meeting were in a virtual waiting room, with their microphones muted. When it came time for public comment, each person waiting in the virtual waiting room was called individually by the City Clerk by the last four digits of their telephone number. Individuals were asked if they had a comment or if they were passing.

There were no members of the public in attendance at the virtual meeting of Tuesday, April 28, 2020.

**Commissioner Report/Comments:**

There were no reports or comments by the Commissioners

**Meeting Adjourned**

Adjournment Time: 4:25 PM		Motion By: Vice-President Parkes		Second By: Commissioner Tomaszewski	
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input 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"/>		

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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 March 31, 2020. 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.

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

**Manistee Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of March 31, 2020**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.2 - NOW Account	\$	621,159.35
1111.3 - HRA Account		10,433.16
1111.4 - Money Market Savings		55,956.30
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00

**Total Cash** 687,848.81

**Receivables**

1122 - Tenants Accounts Receivable	6,815.87
1122.1 - Allowance for Doubtful Accounts-TAR	(5,170.31)
1129 - Accounts Receivable-Other	2,521.50

**Total Receivables** 4,167.06

**Other Current Assets**

1211 - Prepaid Insurance	16,129.51
1690 - Undistributed Debits	10,405.38

**Total Other Current Assets** 26,534.89

**TOTAL CURRENT ASSETS** 718,550.76

**NONCURRENT ASSETS**

**Fixed Assets**

1400 - Construction in Progress-CFP	5,296.95
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,467,684.26
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	274,977.59
1400.9 - Furn., Equip., Mach.-Admin	338,865.61
1400.95 - Accumulated Depreciation-ALL	(8,853,507.33)

**Total Fixed Assets** 2,349,436.54

**Other Noncurrent Assets**

1701 - Deferred Outflows	56,884.96
--------------------------	-----------

**Total Other Noncurrent Assets** 56,884.96

**TOTAL NONCURRENT ASSETS** 2,406,321.50

**TOTAL ASSETS** \$ 3,124,872.26

**Manistee Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of March 31, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	42,347.30
2114 - Tenant Security Deposits		50,334.00
2117.12 - FSA Withheld		1,020.12
2117.13 - MERS HCSP Withheld		100.00
2117.14 - AFLAC Pre-Tax		534.87
2117.15 - MERS 457		215.80
2117.16 - Roth 457		99.66
2117.5 - Pension Withheld		1,954.82
2117.6 - PAC Withheld		3.00
2117.9 - Union Dues Withheld		63.91
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		38,468.14
2133 - Capital Lease - 2016 F250 - Current		4,161.61
2134 - Capital Lease - 2019 F250 - Current		3,770.56
2135 - Accrued Wages/Payroll Taxes Payable		4,690.91
2135.1 - Accrued Comp. Absences-Current		25,901.49
2137 - Payments in Lieu of Taxes		48,353.62
<b>Total Current Liabilities</b>		<u>222,955.71</u>

**Noncurrent Liabilities**

2132 - EPC Loan - Noncurrent		930,012.94
2135.3 - Accrued Comp. Absences-Non Current		17,428.46
2138 - Net Pension Liability		71,206.00
2139 - Capital Lease - 2016 F250 - Non Current		1,429.61
2140 - Capital Lease - 2019 F250 - Non Current		20,661.71
2701 - Deferred Inflows		284.00
<b>Total Noncurrent Liabilities</b>		<u>1,041,022.72</u>

**TOTAL LIABILITIES**

1,263,978.43

**EQUITY**

2806.1 - Invested in Capital Assets		<u>1,401,805.50</u>
-------------------------------------	--	---------------------

**Unrestricted Net Assets**

2806 - Unrestricted Net Position		487,120.70
2820.00 - HUD Operating Reserve - Memo		485,471.86
2820.01 - HUD Operating Reserve-Contra		(485,471.86)
Current Year Profit/Loss - Public Housing/CFP		(28,032.37)
<b>Total Unrestricted Net Assets</b>		<u>459,088.33</u>

**TOTAL EQUITY**

1,860,893.83

**TOTAL LIABILITIES/EQUITY**

\$ 3,124,872.26

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended		
	<u>March 31, 2020</u>	<u>March 31, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Operating Revenue</b>				
<b>Tenant Rental Revenue</b>				
3110 - Dwelling Rental Revenue	\$ 49,759.00	\$ 149,185.00	\$ 600,210	\$ 451,025.00
3120 - Tenant Revenue - Excess Utilities	581.74	1,817.06	8,000	6,182.94
3690 - Tenant Revenue - Other	2,100.00	4,386.87	37,880	33,493.13
<b>Total Tenant Rental Revenue</b>	<u>52,440.74</u>	<u>155,388.93</u>	<u>646,090</u>	<u>490,701.07</u>
<b>HUD PHA Grant Revenue</b>				
3401.1 - Operating Grants	0.00	0.00	65,986	65,986.00
3401.2 - Operating Subsidy	49,180.34	147,541.00	703,715	556,174.00
<b>Total HUD PHA Grant Revenue</b>	<u>49,180.34</u>	<u>147,541.00</u>	<u>769,701</u>	<u>622,160.00</u>
<b>Other Revenue</b>				
3610 - Interest Income	142.20	416.14	1,130	713.86
3690.1 - Other Revenue	0.00	91.32	2,000	1,908.68
3690.4 - Laundry Revenue	1,803.06	3,691.91	13,300	9,608.09
3690.6 - Fraud Recovery Revenue	212.78	638.34	2,000	1,361.66
3690.7 - Management Fee - DVG	833.00	2,499.00	10,000	7,501.00
<b>Total Other Revenue</b>	<u>2,991.04</u>	<u>7,336.71</u>	<u>28,430</u>	<u>21,093.29</u>
<b>Total Operating Revenue</b>	<u>104,612.12</u>	<u>310,266.64</u>	<u>1,444,221</u>	<u>1,133,954.36</u>
<b>Operating Expenses</b>				
<b>Administration</b>				
4110 - Administrative Wages	20,602.05	48,123.28	157,752	109,628.72
4130 - Legal Expense	592.00	1,272.75	10,000	8,727.25
4140 - Staff Training	0.00	0.00	8,000	8,000.00
4170 - Accounting Fees	1,091.88	2,465.64	9,600	7,134.36
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,326.91	22,523.64	88,000	65,476.36
4185 - Telephone	2,461.50	7,212.94	22,810	15,597.06
4190.1 - Publications	0.00	0.00	2,000	2,000.00
4190.2 - Membership Dues and Fees	0.00	1,724.00	2,500	776.00
4190.3 - Admin Service Contracts	3,608.77	10,517.87	45,000	34,482.13
4190.4 - Office Supplies	618.75	2,159.95	11,000	8,840.05
4190.5 - Other Sundry-Misc.	925.21	1,823.74	10,000	8,176.26
<b>Total Administration</b>	<u>37,227.07</u>	<u>97,823.81</u>	<u>375,422</u>	<u>277,598.19</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	1,650.00	6,600	4,950.00
4230 - Contract Costs-Cable & Other	59.96	179.87	0	(179.87)
<b>Total Tenant Services</b>	<u>609.96</u>	<u>1,829.87</u>	<u>6,650</u>	<u>4,820.13</u>

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended	BUDGET	VARIANCE
	<u>March 31, 2020</u>	<u>March 31, 2020</u>		
<b>Utilities</b>				
4310 - Water & Sewer	4,389.75	13,920.61	58,800	44,879.39
4320 - Electricity	10,364.55	31,962.99	117,000	85,037.01
4330 - Gas	0.00	9,984.59	35,000	25,015.41
<b>Total Utilities</b>	<u>14,754.30</u>	<u>55,868.19</u>	<u>210,800</u>	<u>154,931.81</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Maintenance Wages	11,978.44	29,220.68	110,000	80,779.32
4420 - Materials	3,179.91	11,736.38	40,000	28,263.62
4430.01 - Garbage Removal	1,391.39	4,429.63	18,000	13,570.37
4430.02 - Heating & Cooling Contracts	0.00	1,757.39	15,000	13,242.61
4430.03 - Snow Removal Contracts	0.00	0.00	100	100.00
4430.04 - Elevator Contracts	0.00	12,069.06	20,000	7,930.94
4430.05 - Landscape & Grounds Contracts	0.00	0.00	5,000	5,000.00
4430.06 - Unit Turnaround Contracts	975.00	4,099.00	5,000	901.00
4430.07 - Electrical Contracts	0.00	0.00	2,500	2,500.00
4430.08 - Plumbing Contracts	625.00	1,291.99	2,500	1,208.01
4430.09 - Extermination Contracts	1,493.00	6,935.00	25,000	18,065.00
4430.11 - Routine Maintenance Contracts	138.00	138.00	5,000	4,862.00
4430.12 - Miscellaneous Contracts	0.00	606.20	5,000	4,393.80
4433 - Employee Benefits - Maint.	5,733.50	17,651.83	70,300	52,648.17
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>25,514.24</u>	<u>89,935.16</u>	<u>324,400</u>	<u>234,464.84</u>
<b>General Expense</b>				
4510 - Insurance	8,105.82	24,317.46	95,710	71,392.54
4520 - Payment in Lieu of Taxes	3,125.00	9,375.00	37,500	28,125.00
4550 - Compensated Absences	0.00	0.00	6,000	6,000.00
4570 - Collection Losses	8.24	19.69	12,000	11,980.31
4580 - Interest Expense	5,558.53	16,751.78	65,600	48,848.22
<b>Total General Expense</b>	<u>16,797.59</u>	<u>50,463.93</u>	<u>216,810</u>	<u>166,346.07</u>
<b>Total Routine Operating Expenses</b>	<u>94,903.16</u>	<u>295,920.96</u>	<u>1,134,082</u>	<u>838,161.04</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	0.00	0.00	0	0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	0.00	0.00	0	0.00
<b>Total Non-Routine Expenses</b>	0.00	0.00	0	0.00
<b>Total Operating Expenses</b>	<u>94,903.16</u>	<u>295,920.96</u>	<u>1,134,082</u>	<u>838,161.04</u>
<b>Operating Income (Loss)</b>	<u>9,708.96</u>	<u>14,345.68</u>	<u>310,139</u>	<u>295,793.32</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	24,055.00	72,165.00	0	(72,165.00)
<b>Total Depreciation Expense</b>	<u>24,055.00</u>	<u>72,165.00</u>	<u>0</u>	<u>(72,165.00)</u>

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended		
	<u>March 31, 2020</u>	<u>March 31, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	0.00	0.00	0	0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	3,978.90	11,873.51	50,340	38,466.49
7511 - Principal Payments - 2016 F250	451.07	1,346.54	5,510	4,163.46
7512 - Principal Payments - 2019 F250	408.17	1,218.18	4,990	3,771.82
7520 - Replacement of Equipment	0.00	1,556.29	5,000	3,443.71
7590 - Operating Expenditures-Contra	(4,838.14)	(15,994.52)	(65,840)	(49,845.48)
<b>Total Capital Expenditures</b>	0.00	0.00	0	0.00
<b>Other Financial Items</b>				
<b>Total Other Financial Items</b>	0.00	0.00	0	0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 4,870.82</u>	<u>\$ (1,648.84)</u>	<u>\$ 244,299</u>	<u>\$ 245,947.84</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (14,346.04)</u>	<u>\$ (57,819.32)</u>		

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

**Manistee Housing Commission  
Capital Fund 501-18  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended
**1018**	<u>March 31, 2020</u>	<u>March 31, 2020</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.1 - Operating Grants	44,248.86	46,101.65
3401.3 - Capital Grants	1,747.00	5,296.95
<b>Total HUD PHA GRANTS</b>	45,995.86	51,398.60
<b>Total Operating Income</b>	45,995.86	51,398.60
<b>Operating Expenses</b>		
<b>Administration</b>		
4185 - Telephone	89.98	89.98
4190.3 - Admin Service Contracts	19,257.96	19,867.03
4190.5 - Other Sundry-Misc.	500.90	915.75
<b>Total Administration</b>	19,848.84	20,872.76
<b>Ordinary Maint. &amp; Operations</b>		
4430.04 - Elevator Contracts	0.00	738.89
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	738.89
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	19,848.84	21,611.65
<b>Net Income/(Loss)</b>	26,147.02	29,786.95

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**Manistee Housing Commission  
Capital Fund 501-19  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended
**1019**	<u>March 31, 2020</u>	<u>March 31, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
<b>Administration</b>		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	0.00

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**Manistee Housing Commission**  
**Capital Fund 501-18**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI28P078501-18 **1518**	<b>March 31, 2020</b>	<b>March 31, 2020</b>		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	4,140.83	32,368.22	32,993.40	625.18
1410 - Administration	0.00	32,993.40	32,993.40	0.00
<b>Total Administration</b>	<u>4,140.83</u>	<u>131,348.42</u>	<u>131,973.60</u>	<u>625.18</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	21,004.96	132,428.02	197,960.40	65,532.38
<b>Total General Capital Activity</b>	<u>21,004.96</u>	<u>132,428.02</u>	<u>197,960.40</u>	<u>65,532.38</u>
<b>Total Capital Funds Expended</b>	<u>\$ 25,145.79</u>	<u>\$ 263,776.44</u>	<u>\$ 329,934.00</u>	<u>\$ 66,157.56</u>
<b>1600 - CFP Funding</b>	<u>45,995.86</u>	<u>288,266.44</u>	<u>329,934.00</u>	<u>41,667.56</u>
<b>Over/(Under) Funding</b>	<u>\$ 20,850.07</u>	<u>\$ 24,490.00</u>	<u>\$ 0.00</u>	<u>\$ 24,490.00</u>

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**Manistee Housing Commission**  
**Capital Fund 501-19**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI28P078501-19 **1519**	<b>March 31, 2020</b>	<b>March 31, 2020</b>		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,230.00	32,230.00
1410 - Administration	0.00	0.00	32,230.00	32,230.00
<b>Total Administration</b>	0.00	65,986.80	130,446.80	64,460.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	0.00	2,065.00	193,469.20	191,404.20
<b>Total General Capital Activity</b>	0.00	2,065.00	193,469.20	191,404.20
<b>Total Capital Funds Expended</b>	\$ 0.00	\$ 68,051.80	\$ 323,916.00	\$ 255,864.20
<b>1600 - CFP Funding</b>	0.00	68,051.80	323,916.00	255,864.20
<b>Over/(Under) Funding</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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## Manistee Housing Commission

### Cash Disbursements Journal

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/01/20	10652	10011111.2	Alerus Retirement Solutions	(157.73)
03/01/20	10652	10012117.15	Alerus Retirement Solutions	107.90
03/01/20	10652	10012117.16	Alerus Retirement Solutions	49.83
03/01/20	10653	10011111.2	Alerus Retirement Solutions	(50.00)
03/01/20	10653	10012117.13	Alerus Retirement Solutions	50.00
03/01/20	10654	10011111.2	Manistee Housing Commission	(1,182.05)
03/01/20	10654	10011111.4	Manistee Housing Commission	1,182.05
03/01/20	10655	10011111.2	Cindy Scott	(6.95)
03/01/20	10655	10014190.5	Cindy Scott	6.95
03/01/20	10656	10011111.2	AmTrust North America Inc	(570.00)
03/01/20	10656	10014510	AmTrust North America Inc	570.00
03/01/20	10657	10011111.2	AT & T Long Distance	(542.00)
03/01/20	10657	10014185	AT & T Long Distance	542.00
03/01/20	10658	10011111.2	AT & T Mobility	(4,211.71)
03/01/20	10658	10014185	AT & T Mobility	571.78
03/01/20	10658	10011400	AT & T Mobility	3,549.95
03/01/20	10658	10184185	AT & T Mobility	89.98
03/01/20	10658	15181408	AT & T Mobility	3,639.93
03/01/20	10658	15189800	AT & T Mobility	(3,639.93)
03/01/20	10659	10011111.2	Byline Bank	(9,378.09)
03/01/20	10659	10012131	Byline Bank	3,978.90
03/01/20	10659	10014580	Byline Bank	5,399.19
03/01/20	10659	10017510	Byline Bank	3,978.90
03/01/20	10659	10017590	Byline Bank	(3,978.90)
03/01/20	10660	10011111.2	Consumers Energy	(10,364.55)
03/01/20	10660	10014320	Consumers Energy	10,364.55
03/01/20	10661	10011111.2	Ford Credit	(481.03)
03/01/20	10661	10012133	Ford Credit	451.07
03/01/20	10661	10014580	Ford Credit	29.96
03/01/20	10661	10017511	Ford Credit	451.07
03/01/20	10661	10017590	Ford Credit	(451.07)
03/01/20	10662	10011111.2	Griffin Pest Solutions	(1,073.00)
03/01/20	10662	10014430.09	Griffin Pest Solutions	1,073.00
03/01/20	10663	10011111.2	Haglund's Floor Covering	(975.00)
03/01/20	10663	10014430.06	Haglund's Floor Covering	975.00
03/01/20	10664	10011111.2	Mika Meyers PLC	(592.00)
03/01/20	10664	10014130	Mika Meyers PLC	592.00
03/01/20	10665	10011111.2	The Pioneer Group	(204.60)
03/01/20	10665	10014190.5	The Pioneer Group	204.60
03/01/20	10666	10011111.2	Reserve Account	(400.00)
03/01/20	10666	10014190.5	Reserve Account	400.00
03/01/20	10667	10011111.2	Principal Financial Group	(1,408.64)

**Manistee Housing Commission  
Cash Disbursements Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/01/20	10667	10014182	Principal Financial Group	804.78
03/01/20	10667	10014433	Principal Financial Group	603.86
03/01/20	10668	10011111.2	Staples	(248.58)
03/01/20	10668	10014190.4	Staples	248.58
03/01/20	10669	10011111.2	Sun Life Financial	(643.19)
03/01/20	10669	10014182	Sun Life Financial	400.43
03/01/20	10669	10014433	Sun Life Financial	242.76
03/01/20	10670	10011111.2	US Bank Equipment Finance	(668.71)
03/01/20	10670	10014190.3	US Bank Equipment Finance	668.71
03/01/20	10671	10011111.2	VSP	(269.16)
03/01/20	10671	10014182	VSP	145.29
03/01/20	10671	10014433	VSP	123.87
03/01/20	10672	10011111.2	██████████	(100.00)
03/01/20	10672	10014221	██████████	100.00
03/01/20	10673	10011111.2	██████████	(200.00)
03/01/20	10673	10014221	██████████	200.00
03/01/20	10674	10011111.2	██████████	(50.00)
03/01/20	10674	10014221	██████████	50.00
03/01/20	10675	10011111.2	██████████	(200.00)
03/01/20	10675	10014221	██████████	200.00
03/04/20	13340	10011111.2	CMHC - West Shore FSA	(282.69)
03/04/20	13340	10011111.3	CMHC - West Shore FSA	282.69
03/04/20	13341	10011111.2	United Steel Workers of America	(3.00)
03/04/20	13341	10012117.6	United Steel Workers of America	3.00
03/04/20	13342	10011111.2	United Steel Workers of America	(62.43)
03/04/20	13342	10012117.9	United Steel Workers of America	62.43
03/04/20	13343	10011111.2	CMHC - West Shore FSA	(282.69)
03/04/20	13343	10011111.3	CMHC - West Shore FSA	282.69
03/04/20	13344	10011111.2	United Steel Workers of America	(62.43)
03/04/20	13344	10012117.9	United Steel Workers of America	62.43
03/11/20	10676	10011111.2	Alerus Retirement Solutions	(157.73)
03/11/20	10676	10012117.15	Alerus Retirement Solutions	107.90
03/11/20	10676	10012117.16	Alerus Retirement Solutions	49.83
03/11/20	10677	10011111.2	Alerus Retirement Solutions	(50.00)
03/11/20	10677	10012117.13	Alerus Retirement Solutions	50.00
03/11/20	10678	10011111.2	Manistee Housing Commission	(561.81)
03/11/20	10678	10011111.4	Manistee Housing Commission	561.81
03/11/20	10679	10011111.2	AT & T	(1,222.54)
03/11/20	10679	10014185	AT & T	1,222.54
03/11/20	10680	10011111.2	Blarney Castle Fleet Program	(141.82)

## Manistee Housing Commission

### Cash Disbursements Journal

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/11/20	10680	10014420	Blarney Castle Fleet Program	141.82
03/11/20	10681	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(66.40)
03/11/20	10681	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	66.40
03/11/20	10682	10011111.2	Carahsoft Technology Corp.	(195.16)
03/11/20	10682	10014190.5	Carahsoft Technology Corp.	195.16
03/11/20	10683	10011111.2	Charter Business	(59.96)
03/11/20	10683	10014230	Charter Business	59.96
03/11/20	10684	10011111.2	Charter Business	(125.18)
03/11/20	10684	10014185	Charter Business	125.18
03/11/20	10685	10011111.2	City of Manistee	(4,389.75)
03/11/20	10685	10014310	City of Manistee	4,389.75
03/11/20	10686	10011111.2	Comfort Center	(1,747.00)
03/11/20	10686	10011400	Comfort Center	1,747.00
03/11/20	10686	15181480	Comfort Center	1,747.00
03/11/20	10686	15189800	Comfort Center	(1,747.00)
03/11/20	10687	10011111.2	Crystal Lock & Supply	(138.00)
03/11/20	10687	10014430.11	Crystal Lock & Supply	138.00
03/11/20	10688	10011111.2	EJP Consulting Group, LLC	(17,757.96)
03/11/20	10688	10184190.3	EJP Consulting Group, LLC	17,757.96
03/11/20	10688	15181480	EJP Consulting Group, LLC	17,757.96
03/11/20	10688	15189800	EJP Consulting Group, LLC	(17,757.96)
03/11/20	10689	10011111.2	EPC Solutions LLC	(1,500.00)
03/11/20	10689	10184190.3	EPC Solutions LLC	1,500.00
03/11/20	10689	15181480	EPC Solutions LLC	1,500.00
03/11/20	10689	15189800	EPC Solutions LLC	(1,500.00)
03/11/20	10690	10011111.2	Fastenal Company	(1,361.56)
03/11/20	10690	10014420	Fastenal Company	1,361.56
03/11/20	10691	10011111.2	Forbes Sanitation and Excavation, Inc.	(625.00)
03/11/20	10691	10014430.08	Forbes Sanitation and Excavation, Inc.	625.00
03/11/20	10692	10011111.2	Ford Motor Credit	(537.55)
03/11/20	10692	10012134	Ford Motor Credit	408.17
03/11/20	10692	10014580	Ford Motor Credit	129.38
03/11/20	10692	10017512	Ford Motor Credit	408.17
03/11/20	10692	10017590	Ford Motor Credit	(408.17)
03/11/20	10693	10011111.2	Great Lakes Collection Agency	(8.24)
03/11/20	10693	10014570	Great Lakes Collection Agency	8.24
03/11/20	10694	10011111.2	Griffin Pest Solutions	(420.00)
03/11/20	10694	10014430.09	Griffin Pest Solutions	420.00
03/11/20	10695	10011111.2	HDS, LLC	(219.25)
03/11/20	10695	10014190.4	HDS, LLC	219.25
03/11/20	10696	10011111.2	HD Supply Facilities Mtce	(458.23)
03/11/20	10696	10014420	HD Supply Facilities Mtce	458.23

**Manistee Housing Commission**

**Cash Disbursements Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/11/20	10697	10011111.2	H.A.A.S., Inc.	(1,091.88)
03/11/20	10697	10014170	H.A.A.S., Inc.	1,091.88
03/11/20	10698	10011111.2	Kushner & Company	(101.21)
03/11/20	10698	10014190.3	Kushner & Company	101.21
03/11/20	10699	10011111.2	McCardel Water Conditioning	(33.25)
03/11/20	10699	10014190.5	McCardel Water Conditioning	33.25
03/11/20	10700	10011111.2	Next IT	(1,673.92)
03/11/20	10700	10014190.3	Next IT	1,673.92
03/11/20	10701	10011111.2	Olson Lumber Company	(43.29)
03/11/20	10701	10014420	Olson Lumber Company	43.29
03/11/20	10702	10011111.2	The PI Company	(85.25)
03/11/20	10702	10014190.5	The PI Company	85.25
03/11/20	10703	10011111.2	Pitney Bowes	(1,006.53)
03/11/20	10703	10014190.3	Pitney Bowes	1,006.53
03/11/20	10704	10011111.2	PNC Bank	(500.90)
03/11/20	10704	10184190.5	PNC Bank	500.90
03/11/20	10704	15181408	PNC Bank	500.90
03/11/20	10704	15189800	PNC Bank	(500.90)
03/11/20	10705	10011111.2	Republic Services	(1,391.39)
03/11/20	10705	10014430.01	Republic Services	1,391.39
03/11/20	10706	10011111.2	Staples	(159.99)
03/11/20	10706	10014420	Staples	9.07
03/11/20	10706	10014190.4	Staples	150.92
03/11/20	10707	10011111.2	Sunrise Supplies	(647.77)
03/11/20	10707	10014420	Sunrise Supplies	647.77
03/11/20	10708	10011111.2	Wahr Hardware, Inc.	(451.77)
03/11/20	10708	10014420	Wahr Hardware, Inc.	451.77
Transaction Balance				0.00

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**Manistee Housing Commission**

**Cash Receipts Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/31/20	112	10011111.2	March Cash Receipts	52,512.40
03/31/20	112	10011122	March TAR Collections	(49,509.06)
03/31/20	112	10011122.1	March Bad Debt Collections	(154.50)
03/31/20	112	10013690.7	Management Fee Income - DVG	(833.00)
03/31/20	112	10013690.4	Laundry Income	(1,803.06)
03/31/20	112	10013690.6	Restitution - Wisniewski	(212.78)
03/31/20	113	10011111.2	Operating Subsidy	49,180.34
03/31/20	113	10013401.2	Operating Subsidy	(49,180.34)
03/31/20	114	10011111.2	2018 CFP Grant	21,505.86
03/31/20	114	10183401.1	2018 CFP Grant	(19,758.86)
03/31/20	114	10183401.3	2018 CFP Grant	(1,747.00)
03/31/20	114	15181600	2018 CFP Grant	21,505.86
03/31/20	114	15181699	2018 CFP Grant	(21,505.86)
03/31/20	115	10011111.2	2018 CFP Grant	24,490.00
03/31/20	115	10183401.1	2018 CFP Grant	(24,490.00)
03/31/20	115	15181600	2018 CFP Grant	24,490.00
03/31/20	115	15181699	2018 CFP Grant	(24,490.00)
03/31/20	116	10011111.2	NOW/Sweep Interest	131.88
03/31/20	116	10011111.3	HRA Interest	0.52
03/31/20	116	10011111.4	MM Savings Interest	9.80
03/31/20	116	10013610	Interest Income - March	(142.20)
			Transaction Balance	<u>0.00</u>

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**Manistee Housing Commission**

**Journal Entry Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/31/20	307	10011122	To record charges to tenants per March 2020 Statement of Operations.	52,440.74
03/31/20	307	10013110	To record charges to tenants per March 2020 Statement of Operations.	(49,759.00)
03/31/20	307	10013120	To record charges to tenants per March 2020 Statement of Operations.	(581.74)
03/31/20	307	10013690	To record charges to tenants per March 2020 Statement of Operations.	(2,100.00)
03/31/20	308	10011122	To record transfers of security deposits to A/R per March 2020 Statement of Operations.	(648.00)
03/31/20	308	10012114	To record transfers of security deposits to A/R per March 2020 Statement of Operations.	648.00
03/31/20	309	10011690	To record April checks that cleared the bank in March.	10,405.38
03/31/20	309	10011111.2	To record April checks that cleared the bank in March.	(10,405.38)
03/31/20	PH1	10019998	To record units available.	214.00
03/31/20	PH1	10019999	To record units available.	(214.00)
03/31/20	PH2	10012137	To record estimated monthly PILOT expense.	(3,125.00)
03/31/20	PH2	10014520	To record estimated monthly PILOT expense.	3,125.00
03/31/20	PH3	10014800	To record estimated monthly depreciation expense.	24,055.00
03/31/20	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,055.00)
03/31/20	RT1	10019996	To record units leased.	200.00
03/31/20	RT1	10019997	To record units leased.	(200.00)
03/31/20	RT2	10014510	To record monthly insurance write off.	7,535.82
03/31/20	RT2	10011211	To record monthly insurance write off.	(7,535.82)
03/31/20	RT3	10012117.12	To record HRA transactions per bank statement.	874.43
03/31/20	RT3	10011111.3	To record HRA transactions per bank statement.	(874.43)
03/31/20	RT4	10014110	To record payroll transactions per bank statement.	20,602.05
03/31/20	RT4	10014410	To record payroll transactions per bank statement.	11,978.44
03/31/20	RT4	10012117.4	To record payroll transactions per bank statement.	(3,389.52)
03/31/20	RT4	10012117.5	To record payroll transactions per bank statement.	(1,954.82)
03/31/20	RT4	10012117.6	To record payroll transactions per bank statement.	(6.00)
03/31/20	RT4	10012117.9	To record payroll transactions per bank statement.	(188.77)
03/31/20	RT4	10012117.12	To record payroll transactions per bank statement.	(848.07)
03/31/20	RT4	10012117.13	To record payroll transactions per bank statement.	(150.00)
03/31/20	RT4	10012117.14	To record payroll transactions per bank statement.	(538.23)
03/31/20	RT4	10012117.15	To record payroll transactions per bank statement.	(323.70)
03/31/20	RT4	10012117.16	To record payroll transactions per bank statement.	(149.49)
03/31/20	RT4	10014182	To record payroll transactions per bank statement.	1,851.23
03/31/20	RT4	10014433	To record payroll transactions per bank statement.	1,253.99
03/31/20	RT4	10014190.3	To record payroll transactions per bank statement.	158.40
03/31/20	RT4	10011111.2	To record payroll transactions per bank statement.	(28,295.51)
03/31/20	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	3,389.52
03/31/20	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,125.18
03/31/20	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,509.02
03/31/20	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(11,023.72)

**Manistee Housing Commission**

**Journal Entry Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/31/20	RT6	10012117.5	To record MERS contribution per bank statement.	1,303.02
03/31/20	RT6	10011701	To record MERS contribution per bank statement.	1,200.00
03/31/20	RT6	10011111.2	To record MERS contribution per bank statement.	(2,503.02)
03/31/20	RT7	10012117.14	To record AFLAC debit per bank statement.	357.42
03/31/20	RT7	10011111.2	To record AFLAC debit per bank statement.	(357.42)
03/31/20	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(4,870.82)
03/31/20	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	4,870.82
Transaction Balance				<u>0.00</u>

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

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW Account			599,524.44		
03/01/20	10652	2	Alerus Retirement Solutions		(157.73)	
03/01/20	10653	2	Alerus Retirement Solutions		(50.00)	
03/01/20	10654	2	Manistee Housing Commission		(1,182.05)	
03/01/20	10655	2	Cindy Scott		(6.95)	
03/01/20	10656	2	AmTrust North America Inc		(570.00)	
03/01/20	10657	2	AT & T Long Distance		(542.00)	
03/01/20	10658	2	AT & T Mobility		(4,211.71)	
03/01/20	10659	2	Byline Bank		(9,378.09)	
03/01/20	10660	2	Consumers Energy		(10,364.55)	
03/01/20	10661	2	Ford Credit		(481.03)	
03/01/20	10662	2	Griffin Pest Solutions		(1,073.00)	
03/01/20	10663	2	Haglund's Floor Covering		(975.00)	
03/01/20	10664	2	Mika Meyers PLC		(592.00)	
03/01/20	10665	2	The Pioneer Group		(204.60)	
03/01/20	10666	2	Reserve Account		(400.00)	
03/01/20	10667	2	Principal Financial Group		(1,408.64)	
03/01/20	10668	2	Staples		(248.58)	
03/01/20	10669	2	Sun Life Financial		(643.19)	
03/01/20	10670	2	US Bank Equipment Finance		(668.71)	
03/01/20	10671	2	VSP		(269.16)	
03/01/20	10672	2	██████████		(100.00)	
03/01/20	10673	2	██████████		(200.00)	
03/01/20	10674	2	██████████		(50.00)	
03/01/20	10675	2	██████████		(200.00)	
03/04/20	13340	2	CMHC - West Shore FSA		(282.69)	
03/04/20	13341	2	United Steel Workers of America		(3.00)	
03/04/20	13342	2	United Steel Workers of America		(62.43)	
03/04/20	13343	2	CMHC - West Shore FSA		(282.69)	
03/04/20	13344	2	United Steel Workers of America		(62.43)	
03/11/20	10676	2	Alerus Retirement Solutions		(157.73)	
03/11/20	10677	2	Alerus Retirement Solutions		(50.00)	
03/11/20	10678	2	Manistee Housing Commission		(561.81)	
03/11/20	10679	2	AT & T		(1,222.54)	
03/11/20	10680	2	Blarney Castle Fleet Program		(141.82)	
03/11/20	10681	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(66.40)	
03/11/20	10682	2	Carahsoft Technology Corp.		(195.16)	
03/11/20	10683	2	Charter Business		(59.96)	
03/11/20	10684	2	Charter Business		(125.18)	
03/11/20	10685	2	City of Manistee		(4,389.75)	
03/11/20	10686	2	Comfort Center		(1,747.00)	
03/11/20	10687	2	Crystal Lock & Supply		(138.00)	
03/11/20	10688	2	EJP Consulting Group, LLC		(17,757.96)	
03/11/20	10689	2	EPC Solutions LLC		(1,500.00)	
03/11/20	10690	2	Fastenal Company		(1,361.56)	
03/11/20	10691	2	Forbes Sanitation and Excavation, Inc.		(625.00)	
03/11/20	10692	2	Ford Motor Credit		(537.55)	
03/11/20	10693	2	Great Lakes Collection Agency		(8.24)	
03/11/20	10694	2	Griffin Pest Solutions		(420.00)	
03/11/20	10695	2	HDS, LLC		(219.25)	
03/11/20	10696	2	HD Supply Facilities Mtce		(458.23)	
03/11/20	10697	2	H.A.A.S., Inc.		(1,091.88)	
03/11/20	10698	2	Kushner & Company		(101.21)	
03/11/20	10699	2	McCardel Water Conditioning		(33.25)	
03/11/20	10700	2	Next IT		(1,673.92)	
03/11/20	10701	2	Olson Lumber Company		(43.29)	
03/11/20	10702	2	The PI Company		(85.25)	
03/11/20	10703	2	Pitney Bowes		(1,006.53)	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL INFORMATION HAS BEEN REDACTED IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT.

**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
03/11/20	10704	2	PNC Bank		(500.90)	
03/11/20	10705	2	Republic Services		(1,391.39)	
03/11/20	10706	2	Staples		(159.99)	
03/11/20	10707	2	Sunrise Supplies		(647.77)	
03/11/20	10708	2	Wahr Hardware, Inc.		(451.77)	
03/31/20	112	1	March Cash Receipts		52,512.40	
03/31/20	113	1	Operating Subsidy		49,180.34	
03/31/20	114	1	2018 CFP Grant		21,505.86	
03/31/20	115	1	2018 CFP Grant		24,490.00	
03/31/20	116	1	NOW/Sweep Interest		131.88	
03/31/20	309	3	To record April checks that cleared the bank in March.		(10,405.38)	
03/31/20	RT4	3	To record payroll transactions per bank statement.		(28,295.51)	
03/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(11,023.72)	
03/31/20	RT6	3	To record MERS contribution per bank statement.		(2,503.02)	
03/31/20	RT7	3	To record AFLAC debit per bank statement.		(357.42)	
			Totals for 10011111.2		<u>21,634.91</u>	<u>621,159.35</u>
10011111.3	HRA Account			10,741.69		
03/04/20	13340	2	CMHC - West Shore FSA		282.69	
03/04/20	13343	2	CMHC - West Shore FSA		282.69	
03/31/20	116	1	HRA Interest		0.52	
03/31/20	RT3	3	To record HRA transactions per bank statement.		(874.43)	
			Totals for 10011111.3		<u>(308.53)</u>	<u>10,433.16</u>
10011111.4	Money Market Savings			54,202.64		
03/01/20	10654	2	Manistee Housing Commission		1,182.05	
03/11/20	10678	2	Manistee Housing Commission		561.81	
03/31/20	116	1	MM Savings Interest		9.80	
			Totals for 10011111.4		<u>1,753.66</u>	<u>55,956.30</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			4,532.19		
03/31/20	112	1	March TAR Collections		(49,509.06)	
03/31/20	307	3	To record charges to tenants per March 2020 Statement of Operations.		52,440.74	
03/31/20	308	3	To record transfers of security deposits to A/R per March 2020 Statement of Operations.		(648.00)	
			Totals for 10011122		<u>2,283.68</u>	<u>6,815.87</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(5,015.81)		
03/31/20	112	1	March Bad Debt Collections		(154.50)	
			Totals for 10011122.1		<u>(154.50)</u>	<u>(5,170.31)</u>
10011129	Accounts Receivable-Other			2,521.50		
			Totals for 10011129		<u>0.00</u>	<u>2,521.50</u>
10011211	Prepaid Insurance			23,665.33		
03/31/20	RT2	3	To record monthly insurance write off.		(7,535.82)	
			Totals for 10011211		<u>(7,535.82)</u>	<u>16,129.51</u>

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011400	Construction in Progress-CFP			0.00		
03/01/20	10658	2	AT & T Mobility		3,549.95	
03/11/20	10686	2	Comfort Center		1,747.00	
			Totals for 10011400		<u>5,296.95</u>	<u>5,296.95</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			5,467,684.26		
			Totals for 10011400.71		<u>0.00</u>	<u>5,467,684.26</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			274,977.59		
			Totals for 10011400.8		<u>0.00</u>	<u>274,977.59</u>
10011400.9	Furn., Equip., Mach.-Admin			338,865.61		
			Totals for 10011400.9		<u>0.00</u>	<u>338,865.61</u>
10011400.95	Accumulated Depreciation-ALL			(8,829,452.33)		
03/31/20	PH3	3	To record estimated monthly depreciation expense.		(24,055.00)	
			Totals for 10011400.95		<u>(24,055.00)</u>	<u>(8,853,507.33)</u>
10011690	Undistributed Debits			0.00		
03/31/20	309	3	To record April checks that cleared the bank in March.		10,405.38	
			Totals for 10011690		<u>10,405.38</u>	<u>10,405.38</u>
10011701	Deferred Outflows			55,684.96		
03/31/20	RT6	3	To record MERS contribution per bank statement.		1,200.00	
			Totals for 10011701		<u>1,200.00</u>	<u>56,884.96</u>
10012111	Vendors and Contractors			(42,347.30)		
			Totals for 10012111		<u>0.00</u>	<u>(42,347.30)</u>
10012114	Tenant Security Deposits			(50,982.00)		
03/31/20	308	3	To record transfers of security deposits to A/R per March 2020 Statement of Operations.		648.00	
			Totals for 10012114		<u>648.00</u>	<u>(50,334.00)</u>
10012117.12	FSA Withheld			(1,046.48)		
03/31/20	RT3	3	To record HRA transactions per bank statement.		874.43	
03/31/20	RT4	3	To record payroll transactions per bank statement.		(848.07)	
			Totals for 10012117.12		<u>26.36</u>	<u>(1,020.12)</u>
10012117.13	MERS HCSP Withheld			(50.00)		
03/01/20	10653	2	Alerus Retirement Solutions		50.00	

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
03/11/20	10677	2	Alerus Retirement Solutions		50.00	
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(150.00)</u>	
			Totals for 10012117.13		<u>(50.00)</u>	<u>(100.00)</u>
10012117.14	AFLAC Pre-Tax			(354.06)		
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(538.23)</u>	
03/31/20	RT7	3	To record AFLAC debit per bank statement.		<u>357.42</u>	
			Totals for 10012117.14		<u>(180.81)</u>	<u>(534.87)</u>
10012117.15	MERS 457			(107.90)		
03/01/20	10652	2	Alerus Retirement Solutions		107.90	
03/11/20	10676	2	Alerus Retirement Solutions		107.90	
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(323.70)</u>	
			Totals for 10012117.15		<u>(107.90)</u>	<u>(215.80)</u>
10012117.16	Roth 457			(49.83)		
03/01/20	10652	2	Alerus Retirement Solutions		49.83	
03/11/20	10676	2	Alerus Retirement Solutions		49.83	
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(149.49)</u>	
			Totals for 10012117.16		<u>(49.83)</u>	<u>(99.66)</u>
10012117.4	125 Medical Withheld			0.00		
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(3,389.52)</u>	
03/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>3,389.52</u>	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,303.02)		
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(1,954.82)</u>	
03/31/20	RT6	3	To record MERS contribution per bank statement.		<u>1,303.02</u>	
			Totals for 10012117.5		<u>(651.80)</u>	<u>(1,954.82)</u>
10012117.6	PAC Withheld			0.00		
03/04/20	13341	2	United Steel Workers of America		3.00	
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(6.00)</u>	
			Totals for 10012117.6		<u>(3.00)</u>	<u>(3.00)</u>
10012117.9	Union Dues Withheld			0.00		
03/04/20	13342	2	United Steel Workers of America		62.43	
03/04/20	13344	2	United Steel Workers of America		62.43	
03/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(188.77)</u>	
			Totals for 10012117.9		<u>(63.91)</u>	<u>(63.91)</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(42,447.04)		
03/01/20	10659	2	Byline Bank		<u>3,978.90</u>	
			Totals for 10012131		<u>3,978.90</u>	<u>(38,468.14)</u>
10012132	EPC Loan - Noncurrent			(930,012.94)		

**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10012132		<u>0.00</u>	<u>(930,012.94)</u>
10012133	Capital Lease - 2016 F250 - Current			(4,612.68)		
03/01/20	10661	2	Ford Credit		<u>451.07</u>	
			Totals for 10012133		<u>451.07</u>	<u>(4,161.61)</u>
10012134	Capital Lease - 2019 F250 - Current			(4,178.73)		
03/11/20	10692	2	Ford Motor Credit		<u>408.17</u>	
			Totals for 10012134		<u>408.17</u>	<u>(3,770.56)</u>
10012135	Accrued Salaries and Wages			(4,690.91)		
			Totals for 10012135		<u>0.00</u>	<u>(4,690.91)</u>
10012135.1	Accrued Comp. Absences-Current			(25,901.49)		
			Totals for 10012135.1		<u>0.00</u>	<u>(25,901.49)</u>
10012135.3	Accrued Comp. Absences-Non Current			(17,428.46)		
			Totals for 10012135.3		<u>0.00</u>	<u>(17,428.46)</u>
10012137	Payments in Lieu of Taxes			(45,228.62)		
03/31/20	PH2	3	To record estimated monthly PILOT expense.		<u>(3,125.00)</u>	
			Totals for 10012137		<u>(3,125.00)</u>	<u>(48,353.62)</u>
10012138	Net Pension Liability			(71,206.00)		
			Totals for 10012138		<u>0.00</u>	<u>(71,206.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(1,429.61)		
			Totals for 10012139		<u>0.00</u>	<u>(1,429.61)</u>
10012140	Capital Lease - 2019 F250 - Non Current			(20,661.71)		
			Totals for 10012140		<u>0.00</u>	<u>(20,661.71)</u>
10012701	Deferred Inflows			(284.00)		
			Totals for 10012701		<u>0.00</u>	<u>(284.00)</u>
10012806	Unrestricted Net Position			(487,120.70)		
			Totals for 10012806		<u>0.00</u>	<u>(487,120.70)</u>
10012806.1	Invested in Capital Assets			(1,401,805.50)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,401,805.50)</u>
10012820.00	HUD Operating Reserve - Memo			(480,601.04)		
03/31/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(4,870.82)</u>	
			Totals for 10012820.00		<u>(4,870.82)</u>	<u>(485,471.86)</u>
10012820.01	HUD Operating Reserve-Contra			480,601.04		
03/31/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>4,870.82</u>	
			Totals for 10012820.01		<u>4,870.82</u>	<u>485,471.86</u>
10013110	Dwelling Rental Revenue			(99,426.00)		
03/31/20	307	3	To record charges to tenants per March 2020 Statement of Operations.		<u>(49,759.00)</u>	
			Totals for 10013110		<u>(49,759.00)</u>	<u>(149,185.00)</u>
10013120	Tenant Revenue - Excess Utilities			(1,235.32)		

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
03/31/20	307	3	To record charges to tenants per March 2020 Statement of Operations.		(581.74)	
			Totals for 10013120		<u>(581.74)</u>	<u>(1,817.06)</u>
10013401.2	Operating Subsidy			(98,360.66)		
03/31/20	113	1	Operating Subsidy		(49,180.34)	
			Totals for 10013401.2		<u>(49,180.34)</u>	<u>(147,541.00)</u>
10013610	Interest Income			(273.94)		
03/31/20	116	1	Interest Income - March		(142.20)	
			Totals for 10013610		<u>(142.20)</u>	<u>(416.14)</u>
10013690	Tenant Revenue - Other			(2,286.87)		
03/31/20	307	3	To record charges to tenants per March 2020 Statement of Operations.		(2,100.00)	
			Totals for 10013690		<u>(2,100.00)</u>	<u>(4,386.87)</u>
10013690.1	Other Revenue			(91.32)		
			Totals for 10013690.1		<u>0.00</u>	<u>(91.32)</u>
10013690.4	Laundry Revenue			(1,888.85)		
03/31/20	112	1	Laundry Income		(1,803.06)	
			Totals for 10013690.4		<u>(1,803.06)</u>	<u>(3,691.91)</u>
10013690.6	Fraud Recovery Revenue			(425.56)		
03/31/20	112	1	Restitution - Wisniewski		(212.78)	
			Totals for 10013690.6		<u>(212.78)</u>	<u>(638.34)</u>
10013690.7	Management Fee - DVG			(1,666.00)		
03/31/20	112	1	Management Fee Income - DVG		(833.00)	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(2,499.00)</u>
10014110	Administrative Wages			27,521.23		
03/31/20	RT4	3	To record payroll transactions per bank statement.		20,602.05	
			Totals for 10014110		<u>20,602.05</u>	<u>48,123.28</u>
10014130	Legal Expense			680.75		
03/01/20	10664	2	Mika Meyers PLC		592.00	
			Totals for 10014130		<u>592.00</u>	<u>1,272.75</u>
10014170	Accounting Fees			1,373.76		
03/11/20	10697	2	H.A.A.S., Inc.		1,091.88	
			Totals for 10014170		<u>1,091.88</u>	<u>2,465.64</u>
10014182	Employee Benefits - Admin			15,196.73		
03/01/20	10667	2	Principal Financial Group		804.78	
03/01/20	10669	2	Sun Life Financial		400.43	
03/01/20	10671	2	VSP		145.29	
03/31/20	RT4	3	To record payroll transactions per bank statement.		1,851.23	
03/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,125.18	
			Totals for 10014182		<u>7,326.91</u>	<u>22,523.64</u>
10014185	Telephone			4,751.44		
03/01/20	10657	2	AT & T Long Distance		542.00	
03/01/20	10658	2	AT & T Mobility		571.78	
03/11/20	10679	2	AT & T		1,222.54	
03/11/20	10684	2	Charter Business		125.18	

**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014185					<u>2,461.50</u>	<u>7,212.94</u>
10014190.2	Membership Dues and Fees			1,724.00		
Totals for 10014190.2					<u>0.00</u>	<u>1,724.00</u>
10014190.3	Admin Service Contracts			6,909.10		
03/01/20	10670	2	US Bank Equipment Finance		668.71	
03/11/20	10698	2	Kushner & Company		101.21	
03/11/20	10700	2	Next IT		1,673.92	
03/11/20	10703	2	Pitney Bowes		1,006.53	
03/31/20	RT4	3	To record payroll transactions per bank statement.		158.40	
Totals for 10014190.3					<u>3,608.77</u>	<u>10,517.87</u>
10014190.4	Office Supplies			1,541.20		
03/01/20	10668	2	Staples		248.58	
03/11/20	10695	2	HDS, LLC		219.25	
03/11/20	10706	2	Staples		150.92	
Totals for 10014190.4					<u>618.75</u>	<u>2,159.95</u>
10014190.5	Other Sundry-Misc.			898.53		
03/01/20	10655	2	Cindy Scott		6.95	
03/01/20	10665	2	The Pioneer Group		204.60	
03/01/20	10666	2	Reserve Account		400.00	
03/11/20	10682	2	Carahsoft Technology Corp.		195.16	
03/11/20	10699	2	McCardel Water Conditioning		33.25	
03/11/20	10702	2	The PI Company		85.25	
Totals for 10014190.5					<u>925.21</u>	<u>1,823.74</u>
10014221	Resident Employee Stipend			1,100.00		
03/01/20	10672	2	██████████		100.00	
03/01/20	10673	2	██████████		200.00	
03/01/20	10674	2	██████████		50.00	
03/01/20	10675	2	██████████		200.00	
Totals for 10014221					<u>550.00</u>	<u>1,650.00</u>
10014230	Contract Costs-Cable & Other			119.91		
03/11/20	10683	2	Charter Business		59.96	
Totals for 10014230					<u>59.96</u>	<u>179.87</u>
10014310	Water & Sewer			9,530.86		
03/11/20	10685	2	City of Manistee		4,389.75	
Totals for 10014310					<u>4,389.75</u>	<u>13,920.61</u>
10014320	Electricity			21,598.44		
03/01/20	10660	2	Consumers Energy		10,364.55	
Totals for 10014320					<u>10,364.55</u>	<u>31,962.99</u>
10014330	Gas			9,984.59		
Totals for 10014330					<u>0.00</u>	<u>9,984.59</u>
10014410	Maintenance Wages			17,242.24		
03/31/20	RT4	3	To record payroll transactions per bank statement.		11,978.44	
Totals for 10014410					<u>11,978.44</u>	<u>29,220.68</u>
10014420	Materials			8,556.47		
03/11/20	10680	2	Blarney Castle Fleet Program		141.82	
03/11/20	10681	2	Cadillac Plgb. & Htg. Supply Co., Inc.		66.40	

ALL CURRENT AND PAST PROGRAM PARTICIPANTS  
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**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
03/11/20	10690	2	Fastenal Company		1,361.56	
03/11/20	10696	2	HD Supply Facilities Mtce		458.23	
03/11/20	10701	2	Olson Lumber Company		43.29	
03/11/20	10706	2	Staples		9.07	
03/11/20	10707	2	Sunrise Supplies		647.77	
03/11/20	10708	2	Wahr Hardware, Inc.		451.77	
			Totals for 10014420		<u>3,179.91</u>	<u>11,736.38</u>
10014430.01	Garbage Removal			3,038.24		
03/11/20	10705	2	Republic Services		1,391.39	
			Totals for 10014430.01		<u>1,391.39</u>	<u>4,429.63</u>
10014430.02	Heating & Cooling Contracts			1,757.39		
			Totals for 10014430.02		<u>0.00</u>	<u>1,757.39</u>
10014430.04	Elevator Contracts			12,069.06		
			Totals for 10014430.04		<u>0.00</u>	<u>12,069.06</u>
10014430.06	Unit Turnaround Contracts			3,124.00		
03/01/20	10663	2	Haglund's Floor Covering		975.00	
			Totals for 10014430.06		<u>975.00</u>	<u>4,099.00</u>
10014430.08	Plumbing Contracts			666.99		
03/11/20	10691	2	Forbes Sanitation and Excavation, Inc.		625.00	
			Totals for 10014430.08		<u>625.00</u>	<u>1,291.99</u>
10014430.09	Extermination Contracts			5,442.00		
03/01/20	10662	2	Griffin Pest Solutions		1,073.00	
03/11/20	10694	2	Griffin Pest Solutions		420.00	
			Totals for 10014430.09		<u>1,493.00</u>	<u>6,935.00</u>
10014430.11	Routine Maintenance Contracts			0.00		
03/11/20	10687	2	Crystal Lock & Supply		138.00	
			Totals for 10014430.11		<u>138.00</u>	<u>138.00</u>
10014430.12	Miscellaneous Contracts			606.20		
			Totals for 10014430.12		<u>0.00</u>	<u>606.20</u>
10014433	Employee Benefits - Maint.			11,918.33		
03/01/20	10667	2	Principal Financial Group		603.86	
03/01/20	10669	2	Sun Life Financial		242.76	
03/01/20	10671	2	VSP		123.87	
03/31/20	RT4	3	To record payroll transactions per bank statement.		1,253.99	
03/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,509.02	
			Totals for 10014433		<u>5,733.50</u>	<u>17,651.83</u>
10014510	Insurance			16,211.64		
03/01/20	10656	2	AmTrust North America Inc		570.00	
03/31/20	RT2	3	To record monthly insurance write off.		7,535.82	
			Totals for 10014510		<u>8,105.82</u>	<u>24,317.46</u>
10014520	Payment in Lieu of Taxes			6,250.00		
03/31/20	PH2	3	To record estimated monthly PILOT expense.		3,125.00	
			Totals for 10014520		<u>3,125.00</u>	<u>9,375.00</u>
10014570	Collection Losses			11.45		

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
03/11/20	10693	2	Great Lakes Collection Agency		8.24	
			Totals for 10014570		<u>8.24</u>	<u>19.69</u>
10014580	Interest Expense			11,193.25		
03/01/20	10659	2	Byline Bank		5,399.19	
03/01/20	10661	2	Ford Credit		29.96	
03/11/20	10692	2	Ford Motor Credit		<u>129.38</u>	
			Totals for 10014580		<u>5,558.53</u>	<u>16,751.78</u>
10014800	Depreciation - Current Year			48,110.00		
03/31/20	PH3	3	To record estimated monthly depreciation expense.		<u>24,055.00</u>	
			Totals for 10014800		<u>24,055.00</u>	<u>72,165.00</u>
10017510	Principal Payments - EPC			7,894.61		
03/01/20	10659	2	Byline Bank		<u>3,978.90</u>	
			Totals for 10017510		<u>3,978.90</u>	<u>11,873.51</u>
10017511	Principal Payments - 2016 F250			895.47		
03/01/20	10661	2	Ford Credit		<u>451.07</u>	
			Totals for 10017511		<u>451.07</u>	<u>1,346.54</u>
10017512	Principal Payments - 2019 F250			810.01		
03/11/20	10692	2	Ford Motor Credit		<u>408.17</u>	
			Totals for 10017512		<u>408.17</u>	<u>1,218.18</u>
10017520	Replacement of Equipment			1,556.29		
			Totals for 10017520		<u>0.00</u>	<u>1,556.29</u>
10017590	Operating Expenditures- Contra			(11,156.38)		
03/01/20	10659	2	Byline Bank		<u>(3,978.90)</u>	
03/01/20	10661	2	Ford Credit		<u>(451.07)</u>	
03/11/20	10692	2	Ford Motor Credit		<u>(408.17)</u>	
			Totals for 10017590		<u>(4,838.14)</u>	<u>(15,994.52)</u>
10019996	Unit Months Leased			407.00		
03/31/20	RT1	3	To record units leased.		<u>200.00</u>	
			Totals for 10019996		<u>200.00</u>	<u>607.00</u>
10019997	Unit Months Leased - Contra			(407.00)		
03/31/20	RT1	3	To record units leased.		<u>(200.00)</u>	
			Totals for 10019997		<u>(200.00)</u>	<u>(607.00)</u>
10019998	Unit Months Available			428.00		
03/31/20	PH1	3	To record units available.		<u>214.00</u>	
			Totals for 10019998		<u>214.00</u>	<u>642.00</u>
10019999	Unit Months Available - Contra			(428.00)		
03/31/20	PH1	3	To record units available.		<u>(214.00)</u>	
			Totals for 10019999		<u>(214.00)</u>	<u>(642.00)</u>
10183401.1	Operating Grants			(1,852.79)		
03/31/20	114	1	2018 CFP Grant		<u>(19,758.86)</u>	
03/31/20	115	1	2018 CFP Grant		<u>(24,490.00)</u>	
			Totals for 10183401.1		<u>(44,248.86)</u>	<u>(46,101.65)</u>
10183401.3	Capital Grants			(3,549.95)		
03/31/20	114	1	2018 CFP Grant		<u>(1,747.00)</u>	

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10183401.3					<u>(1,747.00)</u>	<u>(5,296.95)</u>
10184185	Telephone			0.00		
03/01/20	10658	2	AT & T Mobility		89.98	
Totals for 10184185					<u>89.98</u>	<u>89.98</u>
10184190.3	Administrative Service Contracts			609.07		
03/11/20	10688	2	EJP Consulting Group, LLC		17,757.96	
03/11/20	10689	2	EPC Solutions LLC		1,500.00	
Totals for 10184190.3					<u>19,257.96</u>	<u>19,867.03</u>
10184190.5	Other Sundry-Misc.			414.85		
03/11/20	10704	2	PNC Bank		500.90	
Totals for 10184190.5					<u>500.90</u>	<u>915.75</u>
10184430.04	Elevator Contracts			738.89		
Totals for 10184430.04					<u>0.00</u>	<u>738.89</u>
15181406	Operations			65,986.80		
Totals for 15181406					<u>0.00</u>	<u>65,986.80</u>
15181408	Management Improvement			28,227.39		
03/01/20	10658	2	AT & T Mobility		3,639.93	
03/11/20	10704	2	PNC Bank		500.90	
Totals for 15181408					<u>4,140.83</u>	<u>32,368.22</u>
15181410	Administration			32,993.40		
Totals for 15181410					<u>0.00</u>	<u>32,993.40</u>
15181480	General Capital Activity			111,423.06		
03/11/20	10686	2	Comfort Center		1,747.00	
03/11/20	10688	2	EJP Consulting Group, LLC		17,757.96	
03/11/20	10689	2	EPC Solutions LLC		1,500.00	
Totals for 15181480					<u>21,004.96</u>	<u>132,428.02</u>
15181600	CFP Funding			242,270.58		
03/31/20	114	1	2018 CFP Grant		21,505.86	
03/31/20	115	1	2018 CFP Grant		24,490.00	
Totals for 15181600					<u>45,995.86</u>	<u>288,266.44</u>
15181699	CFP Funding - Contra			(242,270.58)		
03/31/20	114	1	2018 CFP Grant		(21,505.86)	
03/31/20	115	1	2018 CFP Grant		(24,490.00)	
Totals for 15181699					<u>(45,995.86)</u>	<u>(288,266.44)</u>
15189800	CFP Cost - Contra			(238,630.65)		
03/01/20	10658	2	AT & T Mobility		(3,639.93)	
03/11/20	10686	2	Comfort Center		(1,747.00)	
03/11/20	10688	2	EJP Consulting Group, LLC		(17,757.96)	
03/11/20	10689	2	EPC Solutions LLC		(1,500.00)	
03/11/20	10704	2	PNC Bank		(500.90)	
Totals for 15189800					<u>(25,145.79)</u>	<u>(263,776.44)</u>
15191406	Operations			65,986.80		
Totals for 15191406					<u>0.00</u>	<u>65,986.80</u>
15191480	General Capital Activity			2,065.00		
Totals for 15191480					<u>0.00</u>	<u>2,065.00</u>

**Manistee Housing Commission**

**General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
15191600	CFP Funding			68,051.80		
			Totals for 15191600		<u>0.00</u>	<u>68,051.80</u>
15191699	CFP Funding - Contra			(68,051.80)		
			Totals for 15191699		<u>0.00</u>	<u>(68,051.80)</u>
15199800	CFP Cost - Contra			(68,051.80)		
			Totals for 15199800		<u>0.00</u>	<u>(68,051.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
			Current Period		<u>11,800.98</u>	
			Year-to-Date		<u>(28,032.37)</u>	

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**Manistee Housing Commission  
Bank Account Reconciliation Transmittal**

Public Housing Checking - 851620  
March 1, 2020 - March 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.2) at 03/01/20	599,524.44
Activity for the month:	
Total Debits (Deposits and Additions)	147,820.48
Total Credits (Checks and Payments)	<u>(126,185.57)</u>
Unadjusted General Ledger Balance at 03/31/20	621,159.35
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/20	<u><u>621,159.35</u></u>

**Bank**

Balance per Bank Statement at 03/31/20	621,715.57
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(556.22)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 03/31/20	<u><u>621,159.35</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	600,552.27
<b>Cleared Deposits &amp; Additions</b>				
112	03/31/20	Multiple	March Cash Receipts	52,512.40
113	03/31/20	10013401.2	Operating Subsidy	49,180.34
114	03/31/20	Multiple	2018 CFP Grant	21,505.86
115	03/31/20	Multiple	2018 CFP Grant	24,490.00
116	03/31/20	Multiple	NOW/Sweep Interest	131.88
			<b>Total</b>	<u>147,820.48</u>
			<b>Statement Total</b>	<u>147,820.48</u>
			<b>Difference</b>	<u>0.00</u>
<b>Cleared Checks &amp; Payments</b>				
309	03/31/20		To record April checks that cleared the bank in March.	10,405.38
10622	02/14/20	10014190.3	Auditory Response Systems, Inc.	816.00
10644	02/14/20	10014190.5	The PI Company	60.35
10652	03/01/20	Multiple	Alerus Retirement Solutions	157.73
10653	03/01/20	10012117.13	Alerus Retirement Solutions	50.00
10654	03/01/20	10011111.4	Manistee Housing Commission	1,182.05
10656	03/01/20	10014510	AmTrust North America Inc	570.00
10657	03/01/20	10014185	AT & T Long Distance	542.00
10658	03/01/20	Multiple	AT & T Mobility	4,211.71
10659	03/01/20	Multiple	Byline Bank	9,378.09
10660	03/01/20	10014320	Consumers Energy	10,364.55
10661	03/01/20	Multiple	Ford Credit	481.03
10662	03/01/20	10014430.09	Griffin Pest Solutions	1,073.00
10663	03/01/20	10014430.06	Haglund's Floor Covering	975.00
10664	03/01/20	10014130	Mika Meyers PLC	592.00
10665	03/01/20	10014190.5	The Pioneer Group	204.60
10666	03/01/20	10014190.5	Reserve Account	400.00
10667	03/01/20	Multiple	Principal Financial Group	1,408.64
10668	03/01/20	10014190.4	Staples	248.58
10669	03/01/20	Multiple	Sun Life Financial	643.19
10670	03/01/20	10014190.3	US Bank Equipment Finance	668.71
10671	03/01/20	Multiple	VSP	269.16
10672	03/01/20	10014221	[REDACTED]	100.00
10673	03/01/20	10014221	[REDACTED]	200.00
10674	03/01/20	10014221	[REDACTED]	50.00
10675	03/01/20	10014221	[REDACTED]	200.00
10676	03/11/20	Multiple	Alerus Retirement Solutions	157.73
10677	03/11/20	10012117.13	Alerus Retirement Solutions	50.00
10678	03/11/20	10011111.4	Manistee Housing Commission	561.81
10679	03/11/20	10014185	AT & T	1,222.54
10680	03/11/20	10014420	Blarney Castle Fleet Program	141.82
10681	03/11/20	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	66.40
10682	03/11/20	10014190.5	Carahsoft Technology Corp.	195.16
10683	03/11/20	10014230	Charter Business	59.96
10684	03/11/20	10014185	Charter Business	125.18
10685	03/11/20	10014310	City of Manistee	4,389.75
10686	03/11/20	Multiple	Comfort Center	1,747.00
10687	03/11/20	10014430.11	Crystal Lock & Supply	138.00
10688	03/11/20	Multiple	EJP Consulting Group, LLC	17,757.96
10689	03/11/20	Multiple	EPC Solutions LLC	1,500.00
10690	03/11/20	10014420	Fastenal Company	1,361.56
10691	03/11/20	10014430.08	Forbes Sanitation and Excavation, Inc.	625.00
10692	03/11/20	Multiple	Ford Motor Credit	537.55
10693	03/11/20	10014570	Great Lakes Collection Agency	8.24
10694	03/11/20	10014430.09	Griffin Pest Solutions	420.00

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE  
 OF CREDITORS AND IDENTIFYING INFORMATION PARTICIPANTS  
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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
10695	03/11/20	10014190.4	HDS, LLC	219.25
10696	03/11/20	10014420	HD Supply Facilities Mtce	458.23
10697	03/11/20	10014170	H.A.A.S., Inc.	1,091.88
10698	03/11/20	10014190.3	Kushner & Company	101.21
10700	03/11/20	10014190.3	Next IT	1,673.92
10701	03/11/20	10014420	Olson Lumber Company	43.29
10703	03/11/20	10014190.3	Pitney Bowes	1,006.53
10704	03/11/20	Multiple	PNC Bank	500.90
10705	03/11/20	10014430.01	Republic Services	1,391.39
10706	03/11/20	Multiple	Staples	159.99
10707	03/11/20	10014420	Sunrise Supplies	647.77
10708	03/11/20	10014420	Wahr Hardware, Inc.	451.77
13336	02/05/20	10012117.6	United Steel Workers of America	3.00
13337	02/05/20	10012117.9	United Steel Workers of America	62.68
13339	02/19/20	10012117.9	United Steel Workers of America	62.58
13340	03/04/20	10011111.3	CMHC - West Shore FSA	282.69
13341	03/04/20	10012117.6	United Steel Workers of America	3.00
RT4	03/31/20		To record payroll transactions per bank statement.	28,295.51
RT5	03/31/20		To record SHWF debit for payment of health insurance per bank statement.	11,023.72
RT6	03/31/20		To record MERS contribution per bank statement.	2,503.02
RT7	03/31/20		To record AFLAC debit per bank statement.	357.42
			<b>Total</b>	<u>126,657.18</u>
			<b>Statement Total</b>	<u>126,657.18</u>
			<b>Difference</b>	<u>0.00</u>
			<b>Ending Bank Balance</b>	<u><u>621,715.57</u></u>
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	621,715.57
<b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	<u>0.00</u>
<b>Open Checks &amp; Payments</b>				
10245	09/01/19	10011122	██████████	23.00
10319	10/11/19	10011122	██████████	0.22
10655	03/01/20	10014190.5	Cindy Scott	6.95
10699	03/11/20	Multiple	McCardel Water Conditioning	33.25
10702	03/11/20	10014190.5	The PI Company	85.25
13342	03/04/20	10012117.9	United Steel Workers of America	62.43
13343	03/04/20	10011111.3	CMHC - West Shore FSA	282.69
13344	03/04/20	10012117.9	United Steel Workers of America	62.43
			<b>Total</b>	<u>556.22</u>
			<b>Reconciled Bank Balance</b>	<u><u>621,159.35</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	600,552.27
			+ Cleared Deposits & Additions	147,820.48
			- Cleared Checks & Payments	<u>126,657.18</u>
			<b>Ending Bank Balance</b>	621,715.57
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>556.22</u>
			<b>Reconciled Bank Balance</b>	<u><u>621,159.35</u></u>

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL INFORMATION CONTAINED HEREIN HAS BEEN REDACTED FOR FEDERAL PRIVACY ACT IDENTIFYING INFORMATION PARTICIPANTS

Manistee Housing Commission  
Bank Account Reconciliation Worksheet

Public Housing Checking  
March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
General Ledger Information				
Unadjusted General Ledger Balance				621,159.35
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u><u>621,159.35</u></u>
Unreconciled Amount				<u><u>0.00</u></u>

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

HRA Account - 20016093  
March 1, 2020 - March 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 03/01/20	10,741.69
Activity for the month:	
Total Debits (Deposits and Additions)	565.90
Total Credits (Checks and Payments)	<u>(874.43)</u>
Unadjusted General Ledger Balance at 03/31/20	10,433.16
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/20	<u><u>10,433.16</u></u>

**Bank**

Balance per Bank Statement at 03/31/20	10,150.47
Total Additions (Deposits and Additions in Transit)	282.69
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 03/31/20	<u><u>10,433.16</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

HRA Account  
March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	10,741.69
<b>Cleared Deposits &amp; Additions</b>				
116	03/31/20		NOW/Sweep Interest	0.52
13340	03/04/20		CMHC - West Shore FSA	282.69
			Total	283.21
			Statement Total	283.21
			Difference	0.00
<b>Cleared Checks &amp; Payments</b>				
RT3	03/31/20		To record HRA transactions per bank statement.	874.43
			Total	874.43
			Statement Total	874.43
			Difference	0.00
			Ending Bank Balance	10,150.47
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	10,150.47
<b>Open Deposits &amp; Additions</b>				
13343	03/04/20		CMHC - West Shore FSA	282.69
			Total	282.69
<b>Open Checks &amp; Payments</b>				
			Total	0.00
			Reconciled Bank Balance	10,433.16
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	10,741.69
			+ Cleared Deposits & Additions	283.21
			- Cleared Checks & Payments	874.43
			Ending Bank Balance	10,150.47
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	282.69
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	10,433.16
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	10,433.16
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	10,433.16
			Unreconciled Amount	0.00

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

Money Market Savings - 558567  
March 1, 2020 - March 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 03/01/20	54,202.64
Activity for the month:	
Total Debits (Deposits and Additions)	1,753.66
Total Credits (Checks and Payments)	<u>0.00</u>
Unadjusted General Ledger Balance at 03/31/20	55,956.30
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/20	<u><u>55,956.30</u></u>

**Bank**

Balance per Bank Statement at 03/31/20	55,956.30
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 03/31/20	<u><u>55,956.30</u></u>

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**Manistee Housing Commission**  
**Bank Account Reconciliation Worksheet**

Money Market Savings  
 March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	54,202.64
<b>Cleared Deposits &amp; Additions</b>				
116	03/31/20		NOW/Sweep Interest	9.80
10654	03/01/20		Manistee Housing Commission	1,182.05
10678	03/11/20		Manistee Housing Commission	561.81
			Total	<u>1,753.66</u>
			Statement Total	<u>1,753.66</u>
			Difference	<u>0.00</u>
<b>Cleared Checks &amp; Payments</b>				
			Total	0.00
			Statement Total	<u>0.00</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>55,956.30</u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	55,956.30
<b>Open Deposits &amp; Additions</b>				
			Total	<u>0.00</u>
<b>Open Checks &amp; Payments</b>				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u>55,956.30</u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	54,202.64
			+ Cleared Deposits & Additions	1,753.66
			- Cleared Checks & Payments	<u>0.00</u>
			Ending Bank Balance	55,956.30
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u>55,956.30</u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	55,956.30
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>55,956.30</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 March 31, 2020	1 Month Ended March 31, 2019	3 Months Ended March 31, 2020	3 Months Ended March 31, 2019
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 49,759.00	\$ 50,311.00	\$ 149,185.00	\$ 149,135.00
3120 - Tenant Revenue - Excess Utilities	581.74	425.00	1,817.06	1,345.04
3689 - Tenant Revenue - Cable TV	0.00	0.00	0.00	5,410.00
3690 - Tenant Revenue - Other	2,100.00	2,297.00	4,386.87	9,774.49
3401.2 - Operating Subsidy	49,180.34	43,422.66	147,541.00	132,409.66
3610 - Interest Income	142.20	87.62	416.14	251.42
3690.1 - Other Revenue	0.00	0.00	91.32	0.00
3690.4 - Laundry Revenue	1,803.06	0.00	3,691.91	2,928.41
3690.6 - Fraud Recovery Revenue	212.78	206.18	638.34	618.54
3690.7 - Management Fee - DVG	833.00	833.00	2,499.00	2,499.00
<b>Total Operating Income</b>	<u>\$ 104,612.12</u>	<u>\$ 97,582.46</u>	<u>\$ 310,266.64</u>	<u>\$ 304,371.56</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
4110 - Administrative Wages	\$ 20,602.05	\$ 13,735.71	\$ 48,123.28	\$ 41,099.82
4130 - Legal Expense	592.00	380.00	1,272.75	1,252.89
4170 - Accounting Fees	1,091.88	686.88	2,465.64	2,060.64
4182 - Employee Benefits - Admin	7,326.91	7,553.48	22,523.64	22,847.85
4185 - Telephone	2,461.50	1,635.78	7,212.94	4,425.92
4190.2 - Membership Dues and Fees	0.00	0.00	1,724.00	1,474.00
4190.3 - Admin Service Contracts	3,608.77	2,748.84	10,517.87	9,798.81
4190.4 - Office Supplies	618.75	272.22	2,159.95	2,402.92
4190.5 - Other Sundry-Misc.	925.21	429.03	1,823.74	792.37
4221 - Resident Employee Stipend	550.00	550.00	1,650.00	1,650.00
4230 - Contract Costs-Cable & Other	59.96	0.00	179.87	5,967.25
4310 - Water & Sewer	4,389.75	4,557.66	13,920.61	14,092.56
4320 - Electricity	10,364.55	12,609.64	31,962.99	33,633.48
4330 - Gas	0.00	4,666.70	9,984.59	9,929.62
4410 - Maintenance Wages	11,978.44	7,943.74	29,220.68	24,952.87
4420 - Materials	3,179.91	4,418.70	11,736.38	7,517.21
4430.01 - Garbage Removal	1,391.39	1,690.48	4,429.63	5,285.49
4430.02 - Heating & Cooling Contracts	0.00	627.32	1,757.39	3,250.19
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	47.79
4430.04 - Elevator Contracts	0.00	640.00	12,069.06	12,327.96
4430.05 - Landscape & Grounds Contracts	0.00	0.00	0.00	700.00
4430.06 - Unit Turnaround Contracts	975.00	0.00	4,099.00	0.00
4430.07 - Electrical Contracts	0.00	180.00	0.00	1,043.17
4430.08 - Plumbing Contracts	625.00	225.00	1,291.99	225.00
4430.09 - Extermination Contracts	1,493.00	672.00	6,935.00	4,477.00
4430.11 - Routine Maintenance Contracts	138.00	35.00	138.00	35.00
4430.12 - Miscellaneous Contracts	0.00	1,398.51	606.20	2,064.25
4433 - Employee Benefits - Maint.	5,733.50	6,055.51	17,651.83	18,985.14
4510 - Insurance	8,105.82	7,095.60	24,317.46	22,511.80
4520 - Payment in Lieu of Taxes	3,125.00	2,740.00	9,375.00	8,220.00
4570 - Collection Losses	8.24	124.60	19.69	135.14
4580 - Interest Expense	5,558.53	5,692.61	16,751.78	17,138.42
<b>Total Routine Expense</b>	<u>\$ 94,903.16</u>	<u>\$ 89,365.01</u>	<u>\$ 295,920.96</u>	<u>\$ 280,344.56</u>

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

	1 Month Ended March 31, 2020	1 Month Ended March 31, 2019	3 Months Ended March 31, 2020	3 Months Ended March 31, 2019
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	<u>\$ 94,903.16</u>	<u>\$ 89,365.01</u>	<u>\$ 295,920.96</u>	<u>\$ 280,344.56</u>
<b>Operating Income (Loss)</b>	<u>\$ 9,708.96</u>	<u>\$ 8,217.45</u>	<u>\$ 14,345.68</u>	<u>\$ 24,027.00</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 24,055.00	\$ 24,595.00	\$ 72,165.00	\$ 73,785.00
<b>Total Depreciation Expense</b>	\$ 24,055.00	\$ 24,595.00	\$ 72,165.00	\$ 73,785.00
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	\$ 3,978.90	\$ 3,418.53	\$ 11,873.51	\$ 10,201.29
7511 - Principal Payments - 2016 F250	451.07	425.08	1,346.54	1,268.95
7512 - Principal Payments - 2019 F250	408.17	0.00	1,218.18	0.00
7520 - Replacement of Equipment	0.00	0.00	1,556.29	0.00
7590 - Operating Expenditures-Contra	<u>(4,838.14)</u>	<u>(3,843.61)</u>	<u>(15,994.52)</u>	<u>(11,470.24)</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 4,870.82</u>	<u>\$ 4,373.84</u>	<u>\$ (1,648.84)</u>	<u>\$ 12,556.76</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 March 31, 2020. 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 March 31, 2020**

**ASSETS**

**CURRENT ASSETS**

<b>Cash</b>		
1111 - Cash - MSHDA	\$	57,019.41
<b>Total Cash</b>		<u>57,019.41</u>

<b>Receivables</b>		
1122 - Tenants Accounts Receivable		(9.00)
1129.4 - Interfund Receivable - P/H		935.90
<b>Total Receivables</b>		<u>926.90</u>

<b>Other Current Assets</b>		
<b>Total Other Current Assets</b>		0.00

**TOTAL CURRENT ASSETS** 57,946.31

<b>Fixed Assets</b>		
1400.7 - Buildings		373,231.29
1400.98 - Accumulated Depreciation-DVG		(120,437.37)
<b>Total Fixed Assets</b>		<u>252,793.92</u>

**TOTAL ASSETS** \$ 310,740.23

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of March 31, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 475.71
2114 - Tenant Security Deposits	936.00
<b>Total Current Liabilities</b>	<u>1,411.71</u>

**Noncurrent Liabilities**

2128 - Mortgage 1 - MSHDA (Forgivable)	166,000.00
2129 - Mortgage 2 - MSHDA (Forgivable)	160,000.00
2130 - Mortgage 3 - MSHDA (Forgivable)	174,000.00
<b>Total Noncurrent Liabilities</b>	<u>500,000.00</u>

**TOTAL LIABILITIES**

501,411.71

**EQUITY**

2806.4 - Invested in Capital Assets-DVG	<u>(244,521.08)</u>
-----------------------------------------	---------------------

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	56,448.64
Current Year Profit/(Loss)	(2,599.04)
<b>Total Unrestricted Net Assets</b>	<u>53,849.60</u>

**TOTAL EQUITY**

(190,671.48)

**TOTAL LIABILITIES/EQUITY**

\$ 310,740.23

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**Manistee Housing Commission  
Domestic Violence Grant  
Statement of Revenue & Expense  
For the 1 Month and 3 Months Ended March 31, 2020**

	1 Month Ended	3 Months Ended
	<u>March 31, 2020</u>	<u>March 31, 2020</u>
<b>Operating Revenue</b>		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 3,360.00
3690 - Tenant Revenue - Other	<u>150.00</u>	<u>150.00</u>
<b>Total Operating Revenue</b>	1,270.00	3,510.00
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	128.54	385.62
4172 - Management Fees	<u>833.00</u>	<u>2,499.00</u>
<b>Total Administration</b>	961.54	2,884.62
<b>Ordinary Maint. &amp; Operations</b>		
4430.07 - Electrical Contracts	<u>0.00</u>	<u>150.84</u>
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	150.84
<b>General Expense</b>		
4590 - Other General Expense	<u>63.24</u>	<u>388.58</u>
<b>Total General Expense</b>	63.24	388.58
<b>Total Routine Operating Expenses</b>	1,024.78	3,424.04
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	<u>895.00</u>	<u>2,685.00</u>
<b>Total Depreciation Expense</b>	895.00	2,685.00
<b>Capital Expenditures</b>		
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Net Income (Loss)</b>	<u>\$ 245.22</u>	<u>\$ 85.96</u>

**Manistee Housing Commission  
DVG Cash Disbursements Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/11/20	2753	20011111	City of Manistee	(37.78)
03/11/20	2753	20014590	City of Manistee	37.78
03/11/20	2754	20011111	Consumers Energy	(25.46)
03/11/20	2754	20014590	Consumers Energy	25.46
03/11/20	2755	20011111	H.A.A.S., Inc.	(128.54)
03/11/20	2755	20014170	H.A.A.S., Inc.	128.54
03/11/20	2756	20011111	Manistee Housing Commission	(833.00)
03/11/20	2756	20014172	Manistee Housing Commission	833.00
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Cash Receipts Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/31/20	103	20011111	March Cash Receipts	902.00
03/31/20	103	20011122	March TAR Collections	(902.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Journal Entry Journal**

March 1, 2020 - March 31, 2020

Date	Reference	Account	Description	Amount
03/31/20	303	20011122	To record charges to tenants per March 2020 Statement of Operations.	1,270.00
03/31/20	303	20013110	To record charges to tenants per March 2020 Statement of Operations.	(1,120.00)
03/31/20	303	20013690	To record charges to tenants per March 2020 Statement of Operations.	(150.00)
03/31/20	DVG1	20014800	To record estimated depreciation expense.	895.00
03/31/20	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
03/31/20	RT1	20019996	To record units leased.	2.00
03/31/20	RT1	20019997	To record units leased.	(2.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20011111</b>	<b>Cash - MSHDA</b>			57,142.19		
03/11/20	2753	2	City of Manistee		(37.78)	
03/11/20	2754	2	Consumers Energy		(25.46)	
03/11/20	2755	2	H.A.A.S., Inc.		(128.54)	
03/11/20	2756	2	Manistee Housing Commission		(833.00)	
03/31/20	103	1	March Cash Receipts		902.00	
			<b>Totals for 20011111</b>		<u>(122.78)</u>	<u>57,019.41</u>
<b>20011122</b>	<b>Tenants Accounts Receivable</b>			(377.00)		
03/31/20	103	1	March TAR Collections		(902.00)	
03/31/20	303	3	To record charges to tenants per March 2020 Statement of Operations.		1,270.00	
			<b>Totals for 20011122</b>		<u>368.00</u>	<u>(9.00)</u>
<b>20011129.4</b>	<b>Interfund Receivable - P/H</b>			935.90		
			<b>Totals for 20011129.4</b>		<u>0.00</u>	<u>935.90</u>
<b>20011400.7</b>	<b>Buildings</b>			373,231.29		
			<b>Totals for 20011400.7</b>		<u>0.00</u>	<u>373,231.29</u>
<b>20011400.98</b>	<b>Accumulated Depreciation-DVG</b>			(119,542.37)		
03/31/20	DVG1	3	To record estimated depreciation expense.		(895.00)	
			<b>Totals for 20011400.98</b>		<u>(895.00)</u>	<u>(120,437.37)</u>
<b>20012111</b>	<b>Vendors &amp; Contractors</b>			(475.71)		
			<b>Totals for 20012111</b>		<u>0.00</u>	<u>(475.71)</u>
<b>20012114</b>	<b>Tenant Security Deposits</b>			(936.00)		
			<b>Totals for 20012114</b>		<u>0.00</u>	<u>(936.00)</u>
<b>20012128</b>	<b>Mortgage 1 - MSHDA (Forgivable)</b>			(166,000.00)		
			<b>Totals for 20012128</b>		<u>0.00</u>	<u>(166,000.00)</u>
<b>20012129</b>	<b>Mortgage 2 - MSHDA (Forgivable)</b>			(160,000.00)		
			<b>Totals for 20012129</b>		<u>0.00</u>	<u>(160,000.00)</u>
<b>20012130</b>	<b>Mortgage 3 - MSHDA (Forgivable)</b>			(174,000.00)		
			<b>Totals for 20012130</b>		<u>0.00</u>	<u>(174,000.00)</u>
<b>20012806</b>	<b>Unrestricted Net Assets</b>			(56,448.64)		
			<b>Totals for 20012806</b>		<u>0.00</u>	<u>(56,448.64)</u>
<b>20012806.4</b>	<b>Invested in Capital Assets-DVG</b>			244,521.08		
			<b>Totals for 20012806.4</b>		<u>0.00</u>	<u>244,521.08</u>
<b>20013110</b>	<b>Dwelling Rental</b>			(2,240.00)		
03/31/20	303	3	To record charges to tenants per March 2020 Statement of Operations.		(1,120.00)	
			<b>Totals for 20013110</b>		<u>(1,120.00)</u>	<u>(3,360.00)</u>
<b>20013690</b>	<b>Tenant Income</b>			0.00		
03/31/20	303	3	To record charges to tenants per March 2020 Statement of Operations.		(150.00)	
			<b>Totals for 20013690</b>		<u>(150.00)</u>	<u>(150.00)</u>
<b>20014170</b>	<b>Accounting Fees</b>			257.08		
03/11/20	2755	2	H.A.A.S., Inc.		128.54	
			<b>Totals for 20014170</b>		<u>128.54</u>	<u>385.62</u>

**Manistee Housing Commission  
General Ledger**

March 1, 2020 - March 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20014172</b>	<b>Management Fees</b>			1,666.00		
03/11/20	2756	2	Manistee Housing Commission		833.00	
			<b>Totals for 20014172</b>		<u>833.00</u>	<u>2,499.00</u>
<b>20014430.07</b>	<b>Electrical Contracts</b>			150.84		
			<b>Totals for 20014430.07</b>		<u>0.00</u>	<u>150.84</u>
<b>20014590</b>	<b>General Expense</b>			325.34		
03/11/20	2753	2	City of Manistee		37.78	
03/11/20	2754	2	Consumers Energy		25.46	
			<b>Totals for 20014590</b>		<u>63.24</u>	<u>388.58</u>
<b>20014800</b>	<b>Depreciation - Current Year</b>			1,790.00		
03/31/20	DVG1	3	To record estimated depreciation expense.		895.00	
			<b>Totals for 20014800</b>		<u>895.00</u>	<u>2,685.00</u>
<b>20019996</b>	<b>Unit Months Leased</b>			4.00		
03/31/20	RT1	3	To record units leased.		2.00	
			<b>Totals for 20019996</b>		<u>2.00</u>	<u>6.00</u>
<b>20019997</b>	<b>Unit Months Leased - Contra</b>			(4.00)		
03/31/20	RT1	3	To record units leased.		(2.00)	
			<b>Totals for 20019997</b>		<u>(2.00)</u>	<u>(6.00)</u>
			<b>Report Total</b>			<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>(649.78)</u>	
Year-to-Date					<u>(2,599.04)</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**  
**Bank Account Reconciliation Transmittal**

DVG Checking - 0610226573  
March 1, 2020 - March 31, 2020

**General Ledger**

Balance per General Ledger (Account 20011111) at 03/01/20	57,142.19
Activity for the month:	
Total Debits (Deposits and Additions)	902.00
Total Credits (Checks and Payments)	<u>(1,024.78)</u>
Unadjusted General Ledger Balance at 03/31/20	57,019.41
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/20	<u><u>57,019.41</u></u>

**Bank**

Balance per Bank Statement at 03/31/20	57,019.41
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 03/31/20	<u><u>57,019.41</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

DVG Checking  
March 1, 2020 - March 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
				<b>Beginning Bank Balance</b>
				57,142.19
<b>Cleared Deposits &amp; Additions</b>				
103	03/31/20	20011122	March Cash Receipts	902.00
				<b>Total</b>
				902.00
				<b>Statement Total</b>
				902.00
				<b>Difference</b>
				0.00
<b>Cleared Checks &amp; Payments</b>				
2753	03/11/20	20014590	City of Manistee	37.78
2754	03/11/20	20014590	Consumers Energy	25.46
2755	03/11/20	20014170	H.A.A.S., Inc.	128.54
2756	03/11/20	20014172	Manistee Housing Commission	833.00
				<b>Total</b>
				1,024.78
				<b>Statement Total</b>
				1,024.78
				<b>Difference</b>
				0.00
				<b>Ending Bank Balance</b>
				57,019.41
<b>Reconciled Bank Information</b>				
				<b>Ending Bank Balance</b>
				57,019.41
<b>Open Deposits &amp; Additions</b>				
				<b>Total</b>
				0.00
<b>Open Checks &amp; Payments</b>				
				<b>Total</b>
				0.00
				<b>Reconciled Bank Balance</b>
				57,019.41
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				57,142.19
+ Cleared Deposits & Additions				902.00
- Cleared Checks & Payments				1,024.78
Ending Bank Balance				57,019.41
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				57,019.41
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				57,019.41
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				57,019.41
<b>Unreconciled Amount</b>				
				0.00

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**City of Manistee Housing Commission**  
Security Deposit Reconciliation

For the Month Ending March 31, 2020  
Prepared April 16, 2020 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 55,010.60
<b>Increases to PH</b>				\$ -
				\$ -
	3/12/2020	New Admission	\$ 226.00	\$ 226.00
				\$ 226.00
				\$ -
				\$ -
<b>Total Increases to PH</b>			\$ 226.00	\$ 226.00
<b>Decreases to PH</b>				
	3/26/2020	Transfer SD to Rent	\$ (223.00)	\$ (223.00)
	3/26/2020	Transfer SD to Rent	\$ (425.00)	\$ (648.00)
				\$ (648.00)
				\$ (648.00)
<b>Total Decreases to PH</b>			\$ (648.00)	\$ (648.00)
<b>Net Increase (Decrease) to PH</b>			\$ (422.00)	\$ (422.00)
<b>Ending PH Balance</b>				\$ 54,588.60
<b>Beginning DVG Balance</b>				\$ 935.90
<b>Increases to DVG</b>			\$ -	\$ -
<b>Total Increases to DVG</b>			\$ -	\$ -
<b>Decreases to DVG</b>			\$ -	\$ -
<b>Total Decreases to DVG</b>			\$ -	\$ -
<b>Net Increase (Decrease) to DVG</b>			\$ -	\$ -
<b>Ending DVG Balance</b>			\$ -	\$ 935.90
<b>Combined Ending Balance</b>				\$ 55,524.50
<b>Account Balance March 31, 2020</b>				\$ 55,946.50
<b>Difference</b>				\$ (422.00)
				(From SD to PH)
				From PH to SD

**SD Owes PH \$422.00**

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**RESOLUTION 2020-02**

**Adoption of the 2020-2025 5-Year Plan**

**WHEREAS**, the City of Manistee Housing Commission [CMHC] Board of Commissioners has reviewed the Public Housing Authority 2020-2025 5-Year Plan, and

**WHEREAS**, the CMHC held a public hearing on the 2020-2025 5-Year Plan on June 23, 2020, and

**WHEREAS**, CMHC received no written comments before the public hearing, and

**WHEREAS**, CMHC has reviewed all voiced comments during the public hearing;

**NOW, THEREFORE**, on the motion of \_\_\_\_\_, supported by \_\_\_\_\_, 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 adopts and approves the 2020 Annual Plan.

<b>Commissioner</b>	<b>Approve</b>	<b>Against</b>	<b>Absent</b>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input checked="" 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 June 23, 2020, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2020-03 and that the foregoing is a true and correct copy.

\_\_\_\_\_  
Dale Priester, President

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director



## Report of the Executive Director

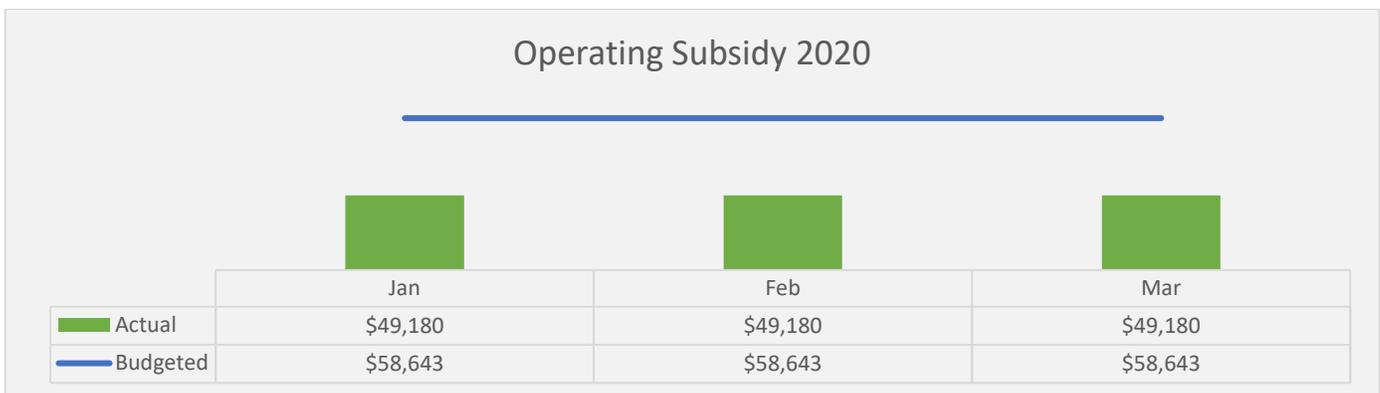
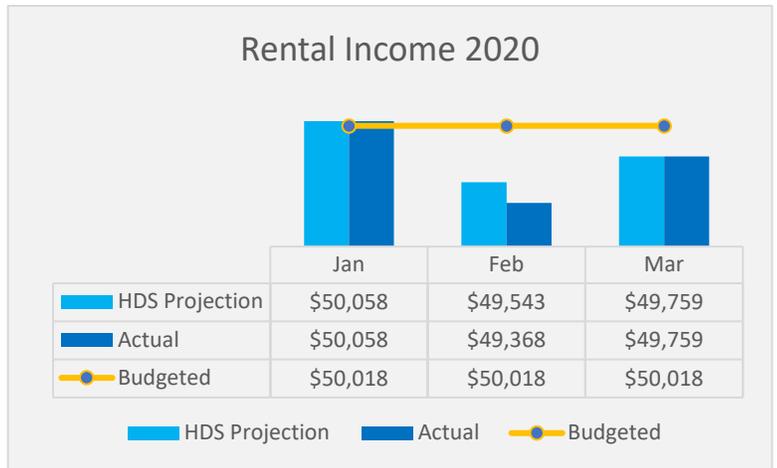
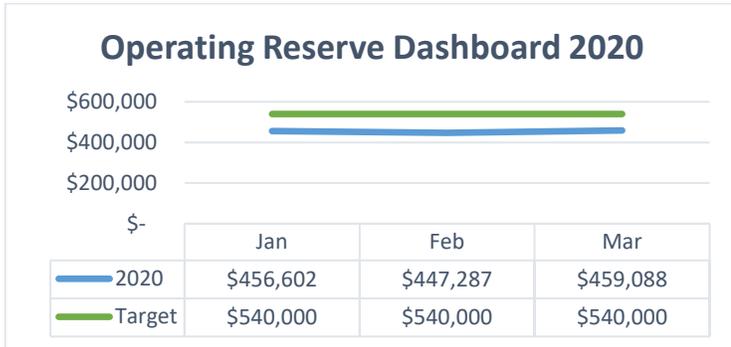
June 23, 2020

### Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Title	Resolution Attachments	Discussion & Recommendations of the Executive Director
AM 2020-01	N	Annual Meeting Resolution: Establishment of Regular Monthly Meetings	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>The Resolution establishes the day, date, and time of CMHC's Board of Commissioners Regular meetings between July 2020 and June 2021 as required by our Bylaws.</li> <li><b>Recommendation – Approve</b></li> </ul>
2020-03	N	Adoption of the 2020-2025 5-Year Plan	<ul style="list-style-type: none"> <li>See the 5-Year Plan in the Public Hearing Section of the meeting packet</li> </ul>	<ul style="list-style-type: none"> <li>The Commissioners adopted the 2020 Annual Plan in October 2019. After submission, the Detroit Field Office informed CMHC that we also needed to complete the 5-Year Plan. The 5-Year Plan is the same as the Annual Plan; it just covers a 5-year period.</li> <li><b>Recommendation – Approve</b></li> </ul>

2020 Performance Dashboards

Finances:



## Finances – Pest Management



### Notices and General Information

#### Important Upcoming Dates:

- Regular Commission Meeting  
July 28, 2020, 4:00 PM