Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, February 18th, 2025

Order of Business:

1) Pledge of Allegiance

2) Roll Call

3) Public Comment – 5 minutes per person

4) Approval of Agenda

5) Approval of Meeting Minutes January 21st, 2024

6) Reports
   A. Financial Report
   B. Executive Director's Report
   C. Resident Advisory Committee Report
   D. Additional Committee Report – None

7) Acknowledge/Approval of bills

8) Unfinished Business
   A. Purchase of tractor & attachments
   B. Price for boiler system
   C. Snack vending machine

9) New Business
   A. Public Hearing
      1) Capitalization Policy
      2) Rule on feeding animals
      3) 5 year Plan and CFP Five Year Action Plan
   B. Energy Audit
   C. HOTMA changes to ACOP
   D. Michigan law on Sick Leave
   E. Rental of community room long term

10) Commissioners Comments

11) Announcements

12) Adjourn Meeting
    Next regular meeting– March 18th, 2025 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday January 21th, 2025
Ontonagon Village Housing Community Room

<u>Pledge of Allegiance</u>

<u>Roll Call</u> - A regular meeting of the Ontonagon Village Housing Commission was called to order at 5:15 PM by Board Vice President Robert Seid at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday January 21th, 2025. Present were Robert Seid, Sylvia Lehto and Dot Phillips. Absent were Rich Ernest and Danielle Reath. Also present was Secretary Karen Jackson.

<u>Public Comment</u> – None.

<u>Approval of Agenda</u> – Motion was made by D Phillips, supported by S Lehto, to approve the agenda as presented. All voting aye, motion carried.

<u>Approval of Meeting Minutes</u> – Motion was made by S Lehto, supported by D Phillips, to approve the meeting minutes for December 17th, 2024 as presented. All voting aye, motion carried.

<u>Financial Report</u> – Motion was made by R Seid, supported by S Lehto, to accept the financial report as presented and place it on file. All voting aye, motion carried.

<u>Executive Directors Report</u> –

- Billy cleaned the filters, most were pretty good other than one resident that was obviously smoking in the unit. He was issued a warning.
- Pool table rails have been installed, Billy was thanked for installing them.
- Working on getting prices on new refrigerators. Depending on the price of heat in the community room we will get 12 new ones to replace the ones that are 2012 or older and depending on available funds replace all/some of the 15 that are 2013's.
- Laundry room expansion/remodel will begin on February 3 and last two weeks (approx.) Notice has been given to all of the residents. The laundry room will be closed during the remolding and the computer/library will be open intermittently as is safe.

Motion was made by S Lehto supported by D Phillips, to accept the director's report as presented. All voting aye, motion carried.

<u>Resident Advisory Committee Report</u> – None.

<u>Additional Committee Report</u> – None

<u>Acknowledgment/Approval of Bills</u> – Motion was made by R Seid, supported by D Phillips, to acknowledge and approve the Expenditure for the month of December, Aye- R Seid, D Phillips, and S Lehto. Nay-none, motion carried.

<u>Unfinished Business</u>

- Waiting on a price for a boiler system heat for the Administrative Building before determining what to do in regard to heating the building.
- Reviewed the CFP funds for 2025-2029, this will be part of the Public Hearing in February, 2025.
- Motion was made by S Lehto, supported by D Phillips, to purchase a Snack machine from Specialty Sales for $1750.00. Aye – S Lehto, D Phillips and R Seid, Nay – none, Motion carried.

New Business.

- James Sharkey spoke on issues he is having with management primarily the removal of the screen door which was removed because it was always locked thus not allowing the director to deliver notices. He requested that it be re-installed. After lengthy discussion he was given the option to sign a document that will put the responsibility for obtaining notifications on him. If it is signed and returned the screen door will be reinstalled.
- Executive director presented a price of purchasing a new tractor and attachments. The current John Deere was purchased new in 1991 and is needing some repairs. It was determined this will be postponed until next month allowing the director to get more quotes for this purchase.

Commissioners Comments – None

Next Meeting date – February 18th, 2025 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Phillips, supported by R Seid, to adjourn the meeting at 6:30 PM.

____________________________ _______________

Chairperson Date

____________________________ _______________

Secretary Date

Financial Report As of January 31, 2025

Financial Account balances				**Total**
Citizens State Bank - Checking	0.00%	$54,106.49	Citizen	$860,888.11
Citizen Security Deposit Trust acct	0.00%	$18,490.00		
ICS Citizen Account	3.50%	$788,291.62		
Miners Money Market	1.30%	$52,028.92		$52,028.92
Total of financial accounts		**$912,917.03**		
Capital Funds Available				
Capital Funds 2024		$78,124.70		
Total Capital funds available		**$78,124.70**		
Total funds available		**$991,041.73**		
Income				
Rent collected		$24,802.24	$26,182.91	to balance
Security & Pet deposit		$151.00		
Storage sheds-Gazebo		$110.00		
Excess utility charge		$199.02		
Late fee/Bank charges				
Community room		$40.00		
stamps		$14.60		
Misc		$32.00	$30 keys, $2 copies	
laundry Machines		$497.15		
Pop Machine		$296.90	Balance $251.12	
Damage payment		$40.00		
Resident Advisory account			Balance $176.57	
interest		$2,396.60		
eLOCCS draw of Operating funds		$8,702.00		
eLOCCS draw CFP 2024		$1,201.23	flooring laundry	
eLOCCS draw CFP 2024		$10,000.00	1/2 down on laundry remodel	
Total income		**$48,482.74**		
Total Expenses		**$40,167.12**		
Net Income		**$8,315.62**		

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended January 31, 2025

	1 Month Ended January 31, 2025	7 Months Ended January 31, 2025	BUDGET	VARIANCE
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	$ 24,836.00	$ 170,247.20	$ 275,000	$ 104,752.80
3120 - Tenant Revenue - Excess Utilities	154.38	1,344.01	2,000	655.99
3690 - Tenant Revenue - Tenant Charges	160.00	1,185.91	1,500	314.09
Total Tenant Rental Revenue	25,150.38	172,777.12	278,500	105,722.88
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	8,702.00	79,776.00	125,000	45,224.00
Total HUD PHA Grant Revenue	8,702.00	79,776.00	125,000	45,224.00
Other Revenue				
3190 - Nondwelling Rental Revenue	40.00	480.00	1,000	520.00
3610 - Interest Income	2,396.60	17,854.99	24,000	6,145.01
3690.1 - Other Revenue	810.65	6,054.81	9,000	2,945.19
3690.2 - Gain/Loss-Disposal of Fixed Assets	0.00	4,100.75	0	(4,100.75)
Total Other Revenue	3,247.25	28,490.55	34,000	5,509.45
Total Operating Revenue	$ 37,099.63	$ 281,043.67	$ 437,500	$ 156,456.33
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	$ 4,046.74	$ 27,881.14	$ 52,984	$ 25,102.86
4130 - Legal Expense	0.00	0.00	1,000	1,000.00
4140 - Staff Training	0.00	0.00	250	250.00
4150 - Travel Expense	0.00	278.05	250	(28.05)
4170 - Accounting Fees	428.50	3,074.50	5,750	2,675.50
4171 - Auditing	0.00	5,200.00	5,500	300.00
4182 - Employee Benefits - Admin	2,200.11	5,876.61	8,052	2,175.39
4185 - Telephone/Internet	161.01	823.85	1,350	526.15
4190.2 - Membership Dues and Fees	0.00	150.00	200	50.00
4190.3 - Admin Service Contracts	26.71	4,412.30	4,750	337.70
4190.4 - Office Supplies	0.00	203.14	500	296.86
4190.5 - Other Sundry Expense	184.00	1,445.88	2,000	554.12
4190.6 - Advertising	0.00	39.00	150	111.00
Total Administration	7,047.07	49,384.47	82,736	33,351.53
Tenant Services				
4220 - Tenant Services - Other	450.00	900.00	900	0.00
Total Tenant Services	450.00	900.00	900	0.00

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended January 31, 2025

	1 Month Ended January 31, 2025	7 Months Ended January 31, 2025	BUDGET	VARIANCE
Utilities				
4310 - Water	2,272.67	13,928.06	28,600	14,671.94
4320 - Electricity	9,967.88	38,385.39	65,000	26,614.61
4340 - Propane	0.00	507.00	850	343.00
Total Utilities	12,240.55	52,820.45	94,450	41,629.55
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,608.03	30,888.30	56,303	25,414.70
4420 - Materials	718.78	6,588.71	17,000	10,411.29
4430.01 - Garbage Removal Contracts	790.26	5,599.03	10,000	4,400.97
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	1,000	1,000.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	1,000	1,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,500	1,500.00
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.10 - Janitorial Contracts	0.00	0.00	500	500.00
4430.11 - Routine Maintenance Contracts	0.00	15.31	0	(15.31)
4430.12 - Miscellaneous Contracts	0.00	446.90	1,000	553.10
4433 - Employee Benefits - Maint.	2,426.25	7,262.30	9,840	2,577.70
Total Ordinary Maint. & Oper	8,543.32	50,800.55	100,143	49,342.45
General Expense				
4510 - Insurance	2,180.58	15,032.58	30,000	14,967.42
4520 - Payments in Lieu of Taxes	1,505.00	10,535.00	20,000	9,465.00
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00
4570 - Bad Debt - Tenant Rents	0.00	0.00	200	200.00
Total General Expense	3,685.58	25,567.58	52,200	26,632.42
Total Routine Expense	31,966.52	179,473.05	330,429	150,955.95
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expense	0.00	0.00	0	0.00
Total Operating Expenses	31,966.52	179,473.05	330,429	150,955.95
Operating Income (Loss)	$ 5,133.11	$ 101,570.62	$ 107,071	$ 5,500.38

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended January 31, 2025

	1 Month Ended January 31, 2025	7 Months Ended January 31, 2025	BUDGET	VARIANCE
Depreciation Expense				
4800 - Depreciation - Current Year	8,415.00	58,905.00	95,000	36,095.00
Total Depreciation Expense	8,415.00	58,905.00	95,000	36,095.00
Capital Expenditures				
7530 - Admin Equipment	0.00	19,000.00	0	(19,000.00)
7540 - Building Improvements	TV 665.68	665.68	0	(665.68)
Total Capital Expenditures	665.68	19,665.68	0	(19,665.68)
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	$ 4,467.43	$ 77,804.19	$ 107,071	$ 29,266.81
GAAP Net Income (Loss)	$ (3,281.89)	$ 42,665.62		

Directors Report

- The document has not been signed and returned by the resident with the screen door issue so the door has not been put back on
- The contractor is finished with the laundry room. Billy should be done with the flooring tomorrow or the next day and then it will be available for the residents use.
- I am starting to work on the kitchen remodeling project. We should get the funds in July or so and I would like to have the preliminary plans in place.
- Any remaining funds from the CFP 2024 will go to refrigerators and possible more unit flooring depending on what we do for heat in the community room.
- I will be on vacation from March 4th until March 12th. Billy will be checking the answering machine for messages.

	Bills for February 2025		
	Expense to Acknowledged	**Amount**	**Description of purchase**
Ck #			
echeck	Chase Ink-credit card	$431.82	$75.04 postage, $25.00 office, $331.78 residents pool bumper rails
Auto	Waste Management-Dumpster	$117.54	dumpster
	Total	**$549.36**	
	Expenses to Approve		
9909	Upper Peninsula Vending Company	$1,750.00	snack vending machine
9919	Burke Construction	$9,860.00	Final payment on laundry expansion
9920	Kevin Rautiola	$165.00	Leveler and labor, CFP funds
9921	Bay Auto Parts	$36.18	
9922	Ontonagon Water Service	$1,762.31	
9923	Hancock Bottling	$184.00	
9924	Patriot Disposal	$675.00	
9925	MHDA	$100.00	2025 dues
9926	Upper Peninsula Housing Orgaanization	$100.00	2025 dues
9927	Housing Authority Accounting	$278.50	
9928	Ontonagon Telephone	$110.75	
9929	U Save Ace Hardware	$143.09	
9930	Krist Oil Company	$53.52	Gas
9918-12	VOID	$0.00	
9932-31	VOID	$0.00	
echeck	UPPCO	$10,484.50	
	Total	**$23,952.85**	
	Employee Expense-Gross		
9907	Karen Jackson	$2,143.52	1/16/25 to 1/31/25 (84 hrs)
9910	Karen Jackson	$1,807.10	2/01/25 to 2/15/25 (70 hrs)
	Payroll taxes	$302.22	for the month
9908	Billy Marks	$2,419.57	1/16/25 to 1/31/25 (96 hrs, 2.5 OT hrs)
9911	Billy Marks	$2,087.89	2/01/25 to 2/15/25 (80 hrs, 3 OT hrs)
	Payroll taxes	$344.82	for the month
	Total	**$9,105.12**	
Grand Total - Expenses		**$33,607.33**	
	Non-expense items		
9933	Aflac	$251.94	individual policy
	Total	**$251.94**	

	JD-in stock-24 PTO	JD order-31 PTO	JD order-24 PTO		Bobcat-Pats 31.9 PTO		Kubota 28.7 PTO		kioti Ward-28.9 PTO	
Tractor										
bucket	$ 7,558.44	$ 7,477.00	$ 7,477.00		$ 4,483.10		$ 5,012.00	60 inch	$ 5,238.00	66 inch
snow blower	$ 7,917.02	$ 7,917.02	$ 7,917.02	60 inch	$ 7,658.69	62 inch	$ 6,011.00	64 inch	$ 9,023.21	66 inch
rear blade	$ 966.35	$ 966.35	$ 966.35	60 inch	$ 753.61	60 inch	$ 1,309.00	72 inch	$ 974.95	60 inch
		imatch $377.00	imatch $377.00							
Total	$ 54,015.98	$ 59,939.50	$ 57,304.06		$ 49,013.25		$ 52,210.76		$ 47,480.04	
wheel base	68	68	68		65		66		65	

Heating options for the Administration building

1) Keep the current heat but replace the old baseboard heaters with new ones (we already have new baseboard heaters). Cost would be for an electrician only.
    - Continue using electric
    - Does not include air conditioning so the window unit will still be used

2) Install a mini split system **$17,340**
    - Continue using electric but much more efficient
    - Would include air conditioning so no need for the window unit

3) Install a gas powered boiler system. **$22,000-$27,000** for 3 zones
    - Use of natural gas which would lower the cost of running natural gas from $10,800 to $8,700 if we wanted to use natural gas for the generator.
    - Does not include air conditioning so the window unit will still be used.
    - Boiler inspections and additional safety issues.

ONTONAGON VILLAGE HOUSING

CAPITALIZATION POLICY

The Ontonagon Village Housing Commission adopts the following capitalization policy for the purpose of determining, distinguishing and recording material and Non-expendable equipment and personal property purchased or acquired in connection with the development, management and maintenance of public housing developments owned or operated by this commission.

<u>Capitalization Equipment</u> is defined a s equipment purchased or acquired by the Housing Commission with a value of $500.00 $1,500.00 or more which is/are not physically attached to Commission property and the anticipated life or useful value of said equipment and/or property is anticipated to be more than one year.

<u>Non-Capitalized Expendable Equipment and Supplies</u> is defined as equipment purchased or acquired by the Housing Commission for less than $500.00 $1,500.00 which is/are not physically attached to Commission Property.

A. If the initial cost of a piece of equipment and/or other personal property is $500.00 $1,500.00 or more and the anticipated life or useful value of said equipment or property is more than one year, with the exception for the following: stoves, refrigerators, washer and /or dryers. The same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
B. If the initial cost of the piece of equipment and/or personal property is less than $500.00 $1,500.00 or its useful life is less than one year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration or tenant services expense.
C. The executive Director, or the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Commission is connection with the development, management and maintenance of the properties owned or operated by the Housing Commission, shall be classified as material or non-expendable, as defined in the preceding sections. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of the Housing Commission and retained for the information and guidance of its personnel and for audit purposes.

New rule to be added to current rules:

Food for wild animals (squirrels, chipmunks and birds) will only be allowed in a container that was intendent for this purpose and is not located on the ground, on the concrete entryways or the pea gravel around the sheds. Only food intended for feeding wild animals is allowed such as corn, seeds, nuts and bird feed.

This is the items to complete with HUD funding in 2025-2029.

items	2024	Cost	2025	2026	2027	2028	2029	No
operations	XX	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	
flooring	XX	$ 16,650.00			$ 15,000.00		$ 15,000.00	
flooring for laundry	XX	$ 1,500.00						
add water to the garage					$ 3,000.00			
add light row to community room	XX	$ 250.00						
add (move) light switch for patio lights	XX	$ 100.00						
fix heat in community room-minisplit	XX	$ 10,000.00						
generator	XX	$ 30,000.00						
Hot water heater					$ 2,000.00		$ 2,000.00	
replace stoves in FG and SP							$ 15,000.00	
Refrigerators **Stainless steel or white**								
2012 and older - 12		$ 12,000.00						
2013 - 15			$ 15,000.00					
2014 - 14				$ 14,000.00				
2015 - 5					$ 5,000.00			
2016 - 8						$ 8,000.00		
replace bathroom fans					$ 12,000.00			
have 8 or more foot trees planted					$ 5,750.00			
car ports							$ 64,000.00	
remodel kitchens in Cane Court - stoves			$ 81,500.00	$ 85,000.00	$ 50,000.00			
convert last 4 bathrooms showers						$ 20,000.00		
redo baseboard trim in Cane Court								XX
add fold down shelf in kitchen CC								XX
Insulated blinds/shades for the units						$ 12,000.00		
ADA toilets (25 or so left to replace) ($250)					$ 6,250.00			
medicine cabinets ($150)						$ 9,000.00		
plug-in in the pantry CC (part of remodel)								
sitting area in Cane Court circle								XX
Basketball hoop								XX
Landscapeing							$ 3,000.00	
New garbage cans			$ 1,500.00					
reverse osamosis water filter								XX
snow block around entry way								XX
3rd smoke shack								XX
TV for large community room			$ 1,000.00					
outside storage building with indiv. Units						$ 50,000.00		
narow shelving for FG SR pantry					$ 1,500.00			
planters for FG & SR							$ 1,000.00	
kick plates for outside door $2,400								
Total cost		$ 71,500.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	

5-Year PHA Plan *(for All PHAs)*	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 09/30/2027

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

A.1

PHA Name: Ontonagon Housing Commission **PHA Code: MI042**
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2025
The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029
Plan Submission Type ☑ 5-Year Plan Submission ☐ Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information 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.

How the public can access this PHA Plan: Plans are available to view at the Administration Building, posted to the left of the office door. These are available 24/7 as the building is open during this time. Polices are also located in the same area for public viewing

☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV

B. Plan Elements. Required for all PHAs completing this form.

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.

The Ontonagon Village Housing Commission is committed to providing quality, affordable housing and related services in an efficient and creative manner with input from all involved parties to create a suitable living environment free from discrimination. OVCH will work with local agencies to ensure the very low and extremely low income families are applying for housing.

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.

Goal - To continue to manage the complexes in a fiscally responsible manor to provide a place that is safe and comfortable for all residents. Objectives - remodel kitchens in 40 units, replace older refrigerators and stoves, convert all remaining units to walk in showers, install ADA toilets in all units, perform some landscaping to give better green space for residents, continue to replace carpet with LV.

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.

Exercise rooms was created, new roofs were installed throughout the entire complex, new entry and storm doors were installed, More walk-in showers were installed to replace the old tubs, a generator is being installed, heating in the administration building is being upgraded, all units now have mini-splits for better heating and also provides for Air Conditioning.

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.

	VAWA is incorporated into our lease, with handouts given at lease signing, lease violations and lease termination and as requested. The ACOP also has incorporated the VAWA language as required. We work closely with the local authorities, sheriff, DHHS and shelter on any issues involving VAWA .
C.	**Other Document and/or Certification Requirements.**
C.1	**Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. **The Ontonagon Village Housing Commission defines "Significant Amendment" as those changes in our policies or plans that are discretionary changes that significantly change our mission, goals, objectives or plans of the Housing Commission. These would not include changes that are a result of a change in HUD's rules, requirement or any annual update or change that is required by HUD or performed on an annual basis. Also included would be anything that helps cut administrative time and costs.**
C.2	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y☐ N☐ (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
C.3	**Certification by State or Local Officials.** Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	**Required Submission for HUD FO Review.** (a) Did the public challenge any elements of the Plan? Y☐ N☐ (b) If yes, include Challenged Elements.
D.	**Affirmatively Furthering Fair Housing (AFFH).**
D.1	**Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)** **Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.**

HOTMA 102/104 Appendix to the ACOP

Purpose of the Appendix

HUD published a final rule on February 14, 2023, revising regulations related to income, assets, adjusted income, verification, and reexams (among others) to implement Sections 102 and 104 of HOTMA. While the new regulations were effective January 1, 2024, HUD has delayed the compliance date for HOTMA 102/104. Initially, HUD published a delayed compliance date of January 1, 2025, but HUD again delayed the compliance date for HOTMA 102/104 and no new date has been provided. *Compliance* with Sections 102 and 104 of HOTMA means not only applying HOTMA 102/104 regulations to affected programs but also reporting in HUD's new Housing Information Portal (HIP) system. Currently, PHAs remain unable to comply with HOTMA 102/104 because compliance depends on transitioning from HUD's IMS/PIC system (which is unable to accept HOTMA-compliant Form HUD-50058) to HUD's new HIP system (which will be the only system that accepts HOTMA-compliant Form HUD-50058). PHAs cannot transition to HOTMA until HIP is in place, HOTMA-compliant, and accessible. However, HUD has determined that a few HOTMA 102/104 policies are not dependent on transition systems and easily isolated from other HOTMA 102/104 policy changes. These policies may be implemented prior to the migration to HIP.

HUD stated that PHAs may update their policy documents before determining the date at which they will transition to all HOTMA Section 102 and 104 policies. HUD stated that in order to update their policy documents for HOTMA in this circumstance, PHAs may create an appendix that contains the HOTMA policies that will be incorporated at a later date. The model policy adopts such an approach. HOTMA 102/104 policies are provided in each affected area of the model policy. However, with the exception of the policies HUD has indicated may be adopted early, HOTMA policies that are "on hold" are indicated in the model policy as such. Further, an appendix has been provided to explicitly call out those policies that are on hold.

HOTMA 102/104 Policies Not Yet Implemented

Chapter 00

No HOTMA 102/104 policies apply.

Chapter 1

No HOTMA 102/104 policies apply.

Chapter 2

No HOTMA 102/104 policies apply.

Chapter 3

Model policy section **3-I.B. FAMILY AND HOUSEHOLD** is amended to comply with section E.1 of Notice PIH 2023-27, **Definition of Family**
Model policy section **3-I.K. FOSTER CHILDREN AND FOSTER ADULTS** is amended to comply with section E.2 of Notice PIH 2023-27, **New Definitions of Foster Adult and Foster Child**
Model policy section **3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION** is amended to comply with section J.2 of Notice PIH 2023-27, **Revocation of Consent**
Model Policy section **3-III.C. RESTRICTION ON ASSISTANCE BASED ON ASSETS** is added to comply with section A.1 of Notice PIH 2023-27, **Asset Limitation**

Chapter 4

No HOTMA 102/104 policies apply.

Chapter 5

No HOTMA 102/104 policies apply.

Chapter 6

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 6.A.

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 6.B.

Chapter 7

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 7.A.

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 7.B.

Chapter 8

No HOTMA 102/104 policies apply.

Chapter 9

Prior to the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 9.A.

Upon the PHA's HOTMA compliance date, the PHA will follow policies in Chapter 9.B.

Chapter 10

No HOTMA 102/104 policies apply.

Chapter 11

No HOTMA 102/104 policies apply.

Chapter 12

No HOTMA 102/104 policies apply.

Chapter 13

Model policy section **13-II.B. FAILURE TO PROVIDE CONSENT** is amended to comply with section J.2 of Notice PIH 2023-27, **Revocation of Consent**
Model Policy section **13-III.C. OTHER AUTHORIZED REASONS FOR TERMINATION** is amended to comply with section A.1 of Notice PIH 2023-27, **Asset Limitation**

Chapter 14

No HOTMA 102/104 policies apply.

Chapter 15

Model policy section **15-II.C. PHA-CAUSED ERRORS OR PROGRAM ABUSE** is amended to comply with 24 CFR 5.609(c)(4), **De Minimis Errors**

Chapter 16

No HOTMA 102/104 policies apply.

Brief Description of the
Final Rule Implementing Sections 102, 103, 104 of HOTMA

The Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) delivers important benefits to tenants and reduces administrative burdens for public housing agencies (PHAs), multifamily housing owners (MFH owners), and participating jurisdictions. The highlights of the Final Rule are outlined below.

Section 102: Income Reviews

- *Fewer Interim Reexaminations*: HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.
- *Streamlined Verifications*: Several provisions will streamline the verification process for housing providers.
  - *Adults Only Need to Sign Consent Form Once*: HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
  - *Use of Income Determinations from Other Programs*: HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.
  - *Review of EIV Not Required at Interim Reexamination*: HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.
- *Increased Standard Deduction for Elderly/Disabled Households*: HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability.
- *Additional Income Exclusions:* The rule codifies additional income and asset exclusions, including:
  - Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home
  - Veterans' aide and attendant care
  - Distributions of principal from non-revocable trusts, including Special Needs Trusts.
- *Threshold for Claiming Medical/Disability Expenses Increased*: HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
- *Higher Threshold for Imputing Asset Income*: HOTMA raises the imputed asset threshold from $5,000 to $50,000, incentivizing families to build wealth without imputing income on those assets.

· *Hardship Relief*: HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

Section 103: Public Housing Income Limit

· Public Housing Income Limitation: HOTMA imposes continued program participation limits for families exceeding the statutory income limitation in the Public Housing program, also known as the "over-income" provision.

Section 104: Asset Limits

· *Asset Limitation*: HOTMA imposes a $100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.

· *Exclusion of Retirement and Educational Savings Accounts*: Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.

· *Self-Certification of Assets under $50,000*: HOTMA allows self-certification of net assets if estimated to be at or below $50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.

Cross-Cutting

· *Adjustments for Inflation*: Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.

These changes are required to be made on or before 1/1/24 in the Housing Authority's ACOP and/or Administrative Plans. We have been notified that we cannot implement these required changes due to the fact that our 50058 Transmission software vendor is not ready for us to transmit the data to the new HIP system.

As a result of this issue, HUD has allowed us to delay the implementation of the above listed changes until our Software Vendor makes the necessary changes to our 50058 Transmission software to HIP.

Please read and acknowledge that until such time that we are ready to implement the changes required, we will be conducting annual and interim reexaminations using the current (pre-HOTMA) ACOP and/or Administrative Plan. As a result, the changes required by the above HOTMA changes will not take effect until your next annual or interim reexamination that takes place after January 1, 2024.

Summary of Annual Income (as reported on the HUD–50058/HUD–50059)	
Samantha (Head of Household):	Fergus (Co-head):
Own business: $18,000	Wages: $9,360
Pension: $12,300	
Child support: $1,200	
Poole Family Total Annual Income: $40,860	

B.3 Applying the Current SSA COLA at Next Annual and Interim Reexamination

Regulations: 24 CFR §§ 5.609(c)(2); 960.257; 982.516; and 891.105

Summary: Annually in October, the Social Security Administration (SSA) announces the cost-of-living adjustment (COLA) by which federal SS and SSI benefits are adjusted to reflect the increase, if any, in the cost of living as measured by the Consumer Price Index for Urban Wage Earners and Clerical Workers prepared by the Bureau of Labor Statistics. The purpose of the COLA is to ensure that the purchasing power of SS and SSI benefits are not eroded by inflation. The federal COLA does not apply to state-paid disability benefits. Additional information regarding the SSA COLA is available online at www.socialsecurity.gov.

Effective the day after SSA has announced the COLA, PHAs/MFH Owners are required to factor in the COLA when determining SS and SSI annual income for all annual reexaminations and interim reexaminations of family income that have not yet been completed and will be effective January 1 or later of the upcoming year.

Example B4: Adjusting the SS Benefit by the COLA

Elizabeth Peterson receives $500 a month (SS benefit). The PHA/MFH Owner is processing her annual reexam (in November 2023), which is effective 1/1/2024. The PHA/MFH Owner must determine annual SS income as follows:

- Current benefit amount: $500
- COLA: $16.00 ($500 x 3.2 percent [or 0.032])
- New gross SS benefit effective 01/01/2024: $516.00 ($500 current benefit + $16 COLA)
- Annual SS income effective 1/1/2024: $6,192 ($516 x 12)

B.4 De Minimis Errors

Regulations: 24 CFR §§ 5.609(c)(4); 5.657(f); 960.257(f); 982.516(f); 882.515(f); 882.808(i)(5); 891.105; and 891.655

Summary: PHAs/MFH Owners will not be considered out of compliance solely due to de minimis errors in calculating family income. De minimis errors occur when a PHA/MFH Owner's determination of a family's income deviates from the correct income determination by no more than $30 per month in monthly adjusted income (or $360 in annual adjusted income). HUD may revise the threshold amount that constitutes a "de minimis error" through rulemaking. PHAs/MFH Owners will not be issued a finding by

Feb 21, 2025

Memorial Day (Observed)
Independence Day
Labor Day

Christmas Eve Day
Christmas Day
Employee Birthday (if hired prior to 6/30/2014)

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with **Housing Commission** policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

If maintenance employees are required to work on a holiday, pay shall be received at time and one-half the regular rate of pay, in addition to their eight hours of holiday pay.

4.3 SICK DAYS

The **Ontonagon Village Housing Commission** recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the **Housing Commission** provides paid sick days to all employees.

In case of illness or injury, the employee shall promptly notify the Executive Director within the first one-half (1/2) hour before the start of your work day on each day of your absence unless you are granted an authorized medical leave (in which case different notification procedures apply). Failure to properly notify the **Housing Commission** results in an unexcused absence, which is without pay. In addition, if an employee should become ill during work hours, she/he should immediately notify the Executive Director, prior to leaving the worksite.
Employees can use earned sick time for any of the following reasons and is not convertible for any other purpose:

New

(a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or Treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
(b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
(c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
(d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
(e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this policy, "family member" includes all the following:

(a) Biological, adopted or foster child, stepchild1 or legal ward, a child of a domestic partner1 or a child to whom the employee stands in loco parentis.
(b) Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
(c) A person to whom the employee is legally married under the laws of a y state or a domestic partner.
(d) A grand parent.
(e) A grandchild.
(f) A biological, foster or adopted sibling.
(g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

New

Sick time will begin accruing on an employee's first day of employment but cannot be accessed until after 90 days of employment.

New

Each full-time regular employee shall accumulate sick time at the rate of one (1) day per month (4 hours per pay period). Earned leave will carry over from year to year. A full time employee is eligible to receive $75.00 per accumulated earned sick day(s), up to a total of 120 days, upon resignation, retirement or other separation from employment. There is no limit to the amount of earned sick time hours used per year.

New

All part-time, seasonal, and temporary employees will accrue one (1) hour of paid sick time for every 30 hours worked. Earned leave will carry over from year to year. No financial or reimbursement will be provided for accrued earned sick time not used upon termination, resignation, retirement or other separation from employment. Only 40 hours of paid earned sick time and 32 hours of unpaid earned sick time is permitted to be used in a single 12 month period.

In the event of an injury while employed, Worker's Compensation wage loss benefits, if applicable, usually begins to accrue on the eighth (8th) day of missed work; after missing fourteen (14) days, benefits are usually paid for the first seven (7) days. Days or portions thereof lost as a result of injury on the job, where not covered by Worker's Compensation, shall be deducted as sick time days until such time as Worker's Compensation benefits may become effective. Sick days covered by retroactive payment of Worker's Compensation for days covered by sick days must be reimbursed by the employee.

No sick time shall accumulate during a sick time of absence of thirty (30) calendar days or more. When an employee's accumulated sick time has been exhausted, he may use accrued vacation leave. After an employee has used all accumulated sick and vacation leave, a written request may be made for a special leave of absence without pay to be given to the Executive Director

To accrue sick time, an employee must be on the payroll. An employee on a leave of absence is not considered on the payroll.

Employees must report to the Executive Director, or designee, immediately upon returning to work from sick time for completion of a sick time slip.

4.4 LEAVE WITHOUT PAY – SPECIAL LEAVE OF ABSENCE

Leave without pay, not to exceed one month in anyone calendar year, may be granted by the Board of Commissioners.