

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, August 18th, 2026

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 July 21st, 2026
- 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
- 9) New Business
 - A. Bids on 4 - bathroom tub conversion
 - B. Resolution 2027-01 disposal of stoves
 - C. Auto sweep account
 - D. Propane for winter 26-27
 - E. Approve Insurance rate.
 - F. 45 day review
 - i. ACOP
 - ii. VAWA Emergency Transfer Plan
 - iii. Updated Rules
 - iv. Change to lease
 - v. Transfer Policy
- 10) Commissioner's Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting September 15th, 2026 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday July 21st, 2026
Ontonagon Village Housing Community Room

Pledge of Allegiance

Roll Call - A regular meeting of the Ontonagon Village Housing Commission was called to order at 5:15 PM by Board President Rich Ernest at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday July 21st, 2026. Present were Rich Ernest, Danielle Reath, Sylvia Lehto and Robert Seid. One position is currently vacant. Also present was Secretary Karen Jackson.

Public Comment – S Flynn voiced some concerns about how the Executive Director is handling several issues at Village Housing. J Sharkey had concerns about the amount of turn over at the complex.

Approval of Agenda – Motion was made by R Seid, supported by S Lehto, to approve the agenda as presented. All voting aye, motion carried.

Approval of Meeting Minutes – Motion was made by S Lehto, supported by D Reath, to approve the meeting minutes from June 23rd as presented. All voting aye, motion carried.

Financial Report – Motion was made by D Reath, supported by R Seid to accept the financial reports as presented and place on file. All voting aye, motion carried.

Executive Directors Report –

- I would like to Thank Sylvia for serving on the Village Housing Board. Your input and knowledge will be missed. Thank you
- The resident picnic had to be rescheduled for Wednesday July 29th due to staff illness. The board is welcome to attend and bring a quest.
- Billy has been installing the new medicine cabinets and working on the completion of the new flooring in some of the kitchens and installing cove base in the remainder of the kitchens that were remodeled.
- The village office has received an application for the open position (Jim Kangas) on the board. Awaiting a date that she will become official.

Motion was made by R Seid, supported by D Reath, to accept the director's report as presented. All voting aye, motion carried.

Resident Advisory Committee Report – None

Additional Committee Report – None

Acknowledgment/Approval of Bills – Motion was made by S Lehto, supported by R Ernest, to acknowledge and approve the Expenditure for the month of July with the addition of two check to individuals for cleaning a unit, Aye – S Lehto, R Ernest, R Seid and D Reath. Nay-none, motion carried.

Unfinished Business

- ED presented information she found in the original specks about UPPCO and the power lines. Rich will look them over when he gets a chance and report to the board

New Business.

- Motion was made by R Seid, supported by S Lehto, to do additional remodeling to the two 2-bedroom units as presented by the ED for a cost of approx. \$2,500 per unit. Aye – R Seid, S Lehto, D Reath and R Ernest, nay – none, motion carried.

Commissioner's Comments

Thank you to Sylvia Lehto for her time serving on the board.

Next Meeting date –August 18th, 2026 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Reath, supported by S Lehto, to adjourn the meeting at 5:47 PM.

Chairperson

Date

Secretary

Date

Financial Report As of July 31, 2026			
Financial Account balances			
Citizens State Bank - Checking	0.00%	\$83,491.96	
Citizen Security Deposit Trust acct	0.00%	\$20,062.00	
ICS Citizen Account	3.50%	\$830,660.34	
Miners Money Market	1.30%	\$53,077.28	
Total of financial accounts		\$987,291.58	
Capital Funds Available			
CFP funds 2026		\$143,827.00	
Total Capital funds available		\$143,827.00	
Total funds available		\$1,131,118.58	
Income			
Rent collected		\$25,986.00	\$27,462.61
Security & Pet deposit		\$50.00	
Storage sheds-Gazebo		\$90.00	
Excess utility charge		\$115.81	
Late fee/Bank charges		\$0.00	
Community room stamps		\$0.00	
Misc		\$0.00	\$15 damage
laundry Machines		\$563.00	
Pop Machine		\$252.30	Balance \$1,211.69
Snack Machine		\$325.50	Balance (\$1,279.97)
Resident Advisory account interest		\$0.00	Balance \$176.57
		\$2,523.47	
eLOCCS draw of Operating funds		\$6,842.00	
Total income		\$36,828.08	
Total Expenses		\$25,415.47	
Net Income		\$11,412.61	

Bills for August 2026			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
			CFP 2026 \$22883.95 (medicine cab, walk in showers, 2 stove, 2 refrig), printer contract
echeck	Chase Ink-credit card	\$24,651.88	\$399.98, base cove \$1007.00
Auto	ADP		
Auto	Waste Management-Dumpster	\$139.06	
Auto	Semco	\$56.66	
	Total	\$24,847.60	
	<u>Expenses to Approve</u>		
10300	Specialty Sales	\$157.25	
10301	Landlordlock	\$97.05	3 new cylinders and keys
10302	Housing Authority Accounting	\$256.20	
10303	Ontonagon Telephone	\$128.93	
10304	U Save Ace Hardware	\$691.08	
10305	Syl's Café	\$400.00	resident picnic, from resident account
10306	Hancock Bottling	\$290.00	
10307	Copper Country ISD	\$330.00	quarterly tech support
10308	Kevin Rautiola	\$125.00	install new fan
10309	Krist Oil	\$151.62	
10311	resident	\$3.54	
10314	Patriot Disposal	\$735.00	
	Ontonagon Water Service		
echeck	UPPCO	\$4,902.24	
	Total	\$8,267.91	
	<u>Employee Expense-Gross</u>		
	Karen Jackson		6/16/26 to 6/30/26 (77 hrs)
10313	Karen Jackson	\$1,892.50	8/01/26 to 8/15/26 (77 hrs)
	Payroll taxes	\$144.78	for the month
	Billy Marks		6/16/26 to 6/31/26 (88 hrs)
10312	Billy Marks	\$2,078.00	8/01/26 to 8/15/26 (88 hrs)
	Payroll taxes	\$158.97	for the month
	Total	\$4,274.24	
	Grand Total - Expenses	\$37,389.75	
	<u>Non-expense items</u>		
10310	Aflac	\$251.94	individual policy
	Total	\$251.94	

Patrick's Plumbing and Heating Inc.
47023 Scout Camp Rd
Atlantic Mine, MI 49905 US
+4820139
patrick@up-hvac.com

Proposal

ADDRESS

Ontonagon Village Housing
Commission
100 Cane Court
Ontonagon, MI 49953

SHIP TO

Ontonagon Village Housing
Commission
100 Cane Court
Ontonagon, MI 49953

PROPOSAL # 3285

DATE 07/20/2026

DATE	QTY	ACTIVITY	RATE	AMOUNT
	1	14 Plumbing:14 Plumbing Plumbing: 1.) Remove and dispose of 4 tub/shower units. 2.) Install Ontonagon Housing supplied shower units and shower valves.	34,020.00	34,020.00

Thank you for your business! We accept cash, checks or credit cards.
We charge a 3.5% convenience fee to use a credit card. Please call
our office between 8-4 to pay by card.
Deposit of 50% required to start.

TOTAL

\$34,020.00

Accepted By

Accepted Date

TIME FRAME FOR COMPLETION – The time frame for this project is to complete units by December 31, 2026. Bidder agrees to pay as liquidated damages, the sum of \$50.00 for each consecutive calendar day thereafter, until completion of project.

DAVIS BACON ACT – The contractor shall be required to pay not less than the wage rates established for the project by HUD. Copies of these wages area included, please review them carefully as rates have gone up in many cases.

INSURANCE – Certificate of insurance must be submitted within ten days after the project has been awarded. Comprehensive General Liability \$1,000,000 & Workers Comprehensive Insurance of at least the amount required by State. Ontonagon Village Housing Commission, 100 Cane Court, Ontonagon MI 49953, shall be named as Additional Insured

LICENSING – All Contractors shall be licensed Contractors for the state of Michigan.

DISCREPANCIES – OMISSIONS – Should the bidder find discrepancies in or omission from the drawings or documents, or should be in doubt as to their meaning, he shall at once notify the Executive Director. Instructions deemed necessary by the Executive Director will be issued in the form of an addendum and shall become a part of the bid and contract.

Quantity: total of 4 units.

Bid Price per unit: \$ 8,505.⁰⁰

If you will be unable to complete the job by December 31, 2026 but would still like to bid

When would you be able to complete this job? _____

Contractor: PATRICK'S PLUMBING & HEATING

Address: 47023 SCOUT CAMP RD, ATLANTIC MINE, MI 49905

Signature: N. Voeller Title: Estimator / Project Manager
Nick Voeller

Employee ID Number: _____ Phone: 906-482-0139

Karen Jackson
Executive Director
906-884-2258

Ontonagon Village Housing Commission



100 Cane Court
Ontonagon MI 49953
ontvilhc@villageofontonagon.org
906-884-2258 Fax 906-884-2204

RESOLUTION
#2027-01

Resolution to **Dispose of stoves**

WHEREAS it is the responsibility of the Board to control the disposition of capital property used in the daily running of the business of the Ontonagon Village Housing Commission

WHEREAS the following stoves were replaced with new stoves:

7P90553
TD58829N
5F00667
RV136327N
TH05248A
A143241/013

WHEREAS the old stoves will be listed for sale, all usable items will be removed from any stoves that do not sell, then they will be disposed of.

NOW THEREFORE BE IT RESOLVED that sale/disposal of the above-mentioned stoves was adopted through a motion made by ____ and supported by ____ and passed by the board members present this 18th of August 2026.

Certified by: _____

Karen Jackson
Executive Director

Date: _____



Settlers' Cooperative
14043 Hwy 45 N
Bruce Crossing, MI 49912
906.827.3515

8-7-2026

Ontonagon Village Housing Commission
100 Cane Ct
Ontonagon, MI 49953-1106

Dear Customer,

I am pleased to be able to offer you this winter heating contract at \$1.62 per gallon Cash or \$1.67 per gallon Credit. Please see attached contract. Please fill in how many gallons you would like and then do the calculations (gallons X \$1.62 or \$1.67 = sum, then sum X .04% = Equals the cash or check amount). Please submit the cash or check amount to Settlers Cooperative – PO Box 50 - Bruce Crossing – MI 49912. You used 331 gallons this last heating season. We are allowing a 10% increase for a colder winter possibility which would be 39 - gallon increase – Total of 370 gallons if you prefer. You also have a \$105.04 credit with Settlers Cooperative – please figure your quantity and dollar amount then minus this credit off your submittal for your new contract.

Thank You,

James Kantola,
Treasurer / COO
Settlers Cooperative Inc.
Office: 906-827-3515 Ext 713
Cell 906-391-0101
Email: generalmanger@settlerscoop.com

$$1.62 \times 370 = \$ 599$$

Krist

1st
yr

$$\begin{array}{r} 1.39 \times 370 = 514 \\ \text{Keep fill} \quad + 25 \\ \hline \$ 539 \end{array}$$

2nd
yr

$$\begin{array}{r} 1.749 \times 370 \\ \text{Keep fill} \quad 647 \\ \quad + 25 \\ \hline \$ 672 \end{array}$$

**Liability and Property insurance renewal for the Ontonagon Village Housing Commission
effective October 1, 2026**

message

Brian Steckroth <Brian.Steckroth@meadowbrook.com>

Wed, Aug 5, 2026 at 8:50 PM

o: "ontvilhc@villageofontonagon.org" <ontvilhc@villageofontonagon.org>

cc: "Rachel@GauthierInsurance.com" <Rachel@gauthierinsurance.com>, Tyler Gauthier <tyler@gauthierinsurance.com>

Hi Karen,

Attached is the renewal proposal, please review. The renewal premium for the Liability and Property insurance renewal for the **Ontonagon Village Housing Commission** effective October 1, 2026-2027 with the MML Liability & Property Pool is \$26,467 (plus \$225 MML Annual Associate Member Fee) compared to the expiring premium of \$24,175 (plus \$225 MML Annual Associate Member Fee). This is a premium increase of \$2,292.

There are a couple reasons for the change in premium:

- a. The property values increased by \$10,709,300 due to a 4% inflation guard
- b. There is \$1,494 of additional payroll this renewal
- c. There was a small rate increase to the MML Pool

The MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2026. The **Ontonagon Village Housing Commission's** portion of the dividend return is \$400. The **Ontonagon Village Housing Commission** will receive this dividend in the month following payment of your 2026 renewal premium.

All I need is for you to respond to this message allowing me to process the Invoice, Certificates and Binder.

Please let me know if you have any questions.

Thank you,

Brian Steckroth, CAWC

MML Service & Sales Manager
MML Liability & Property Pool

MML Workers' Compensation Fund

248-204-8283 Direct Line
248-648-7576 Fax
248-943-1186 Cell

Brian.steckroth@meadowbrook.com



michigan
municipal
league

liability &
property
pool

workers'
compensation
fund

EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Emergency Transfers

Ontonagon Village Housing Commission [OVHC] is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act of 1994, as amended (“VAWA”), **OVHC** allows any tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. VAWA protections are not limited to women. Victims cannot be discriminated against on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must also be made available to all otherwise eligible individuals and families regardless of age, or actual or perceived gender identity, sexual orientation, or marital status.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance regarding safety and security. The plan is based on Federal regulations at 24 Code of Federal Regulations (CFR) part 5, subpart L, related program regulations, and the model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD). HUD is the Federal agency that oversees that Ontonagon Village Housing Commission is in compliance with VAWA.

Definitions

- **External emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit
- **Internal emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
- **Safe unit** refers to a unit that the victim of VAWA violence/abuse believes is safe.
- **VAWA violence/abuse** means an incident or incidents of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in 24 CFR 5.2003 and “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking” (Form HUD-5382).

Eligibility for Emergency Transfers

A tenant may seek an emergency transfer to another unit if they or their household member is a victim of VAWA violence/abuse, as outlined in the “Notice of Occupancy Rights Under the Violence Against Women Act,” Form HUD-5380. This emergency transfer plan provides further information on emergency transfers, and **OVHC** must provide a copy if requested. **OVHC** may ask for submission of a written request for an emergency transfer, such as form HUD-5383, to certify eligibility for the emergency transfer.

A Tenant is eligible for an emergency transfer if:

1. The tenant (or their household member) is a victim of VAWA violence/abuse;
2. The tenant expressly requests the emergency transfer; **AND**
3. **EITHER**
 - a. The tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if they or (their household member) stays in the same dwelling unit; **OR**
 - b. If the tenant (or their household member) is a victim of sexual assault, either the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or their household member) were to stay in the unit, or the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

OVHC, in response to an emergency transfer request, should not evaluate whether the tenant is in good standing as part of the assessment or provision of an emergency transfer. Whether or not a tenant is in good standing does not impact their ability to request an emergency transfer under VAWA.

Emergency Transfer Policies

The OVHC will maintain a centralized transfer list to ensure that transfers are processed in the correct order. Transfer requests under VAWA will be processed in accordance with the VAWA Emergency Transfer Plan.

Emergency transfers will not automatically go on the transfer list. Instead, emergency transfers will be handled immediately, on a case-by-case basis. If the emergency cannot be resolved by temporary accommodation, and the family requires a permanent transfer, the family will be placed at the top of the transfer list.

The following are considered an emergency circumstance warranting an immediate transfer of the tenant or family:

- Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family member that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak, no heat in the building during the winter, no water, toxic contamination, or serious water leaks.
- A verified incident of domestic violence, dating violence, sexual assault or stalking. In order to request and emergency transfer under VAWA, the resident will submit a written request for an emergency transfer or complete form HUD-5383.

All VAWA requests will be reviewed and responded to within 5 business days of submission. If additional information is needed to complete the request, the requestor will have 14 business days from the date of the response letter to provide additional information or the requested documentation. The resident's failure to respond or supply the requested information within the 14 business days may result in denial of the request.

Internal transfers when a safe unit is immediately available:

Upon receipt of a completed VAWA transfer request and absent any conflicting or missing information, OVHA will immediately process the request for transfer submitted by the tenant due to domestic violence, dating violence, sexual assault or stalking. The OVHC will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available if the resident believes that there is a threat of further imminent harm if they remain in the unit. The OVHC defines immediately available as a vacant unit that is ready for move-in or safe to offer the tenant for temporary or move permanent occupancy.

Internal transfers when a safe unit is not immediately available:

If an internal transfer to a safe unit is not immediately available, at the request of the resident, the OVHC will place the resident on the top of the transfer list for the next available unit the tenant qualifies for.

External transfers:

If an internal transfer to a safe unit is not immediately available, at the request of the resident, the OVHC will assist in seeking an external transfer outside the PHS's programs. If the resident requests assistance with finding resources to assist them, the OVHC will refer the resident to local resource.

VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. **OVHC** may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify Karen Jackson, Executive Director, 100 Cane Court or phone 906-884-2258 or via email at ontvilhc@villageofontonagon.org. If **OVHC** does not already have documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, **OVHC** may ask for this documentation in accordance with 24 CFR 5.2007. Unless **OVHC** receives documentation that contains conflicting information, as described in 24 CFR 5.2007(b)(2), **OVHC** cannot require third-party documentation to determine status as a VAWA victim for emergency transfer eligibility. **OVHC** will provide reasonable accommodations to this policy for individuals with disabilities.

OVHC requires a written request for an emergency transfer.

The tenant's written request for an emergency transfer must include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or household member) stays in the same dwelling unit; OR
2. In the case of a tenant (or household member) who is a victim of sexual assault, **either** a statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member) stays in the same dwelling unit), **or** a statement that the sexual assault occurred on the premises and the tenant requested an emergency transfer within 30 days (including holidays and weekend days) of when the assault occurred.
AND
3. The statement shall include information regarding the occurrence of domestic violence, dating violence, sexual assault, or stalking in accordance with 5.2007, for which the individual is

seeking the emergency transfer, if the individual has not already provided documentation of the occurrence.

4. Request for Documentation:

4.1 If an applicant or tenant represents to the OVHC that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking entitled to the protections under 5.2005, or remedies under 5.2009, the covered housing provider may request, in writing, that the applicant or tenant submit to the covered housing provider the documentation specified in paragraph 4.1.1 of this section.

4.1.1 A certification form, in a form approved by HUD, to be completed by the victim to document an incident of domestic violence, dating violence, sexual assault or stalking. Form HUD-5382 would satisfy this requirement: or

4.1.2 A document:

a. Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;

a.1. Signed by the applicant or tenant; and

a.2. That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 5.2003; or

b. A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or

c. At the discretion of a covered housing provider, a statement or other evidence provided by the applicant or tenant.

5. If a covered housing provider receives documentation that contains conflicting information (including certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), the covered housing provider may require an applicant or tenant to submit third-party documentation, as described in 4.1.2 of this section, within 30 calendar days of the date of the request for the third-party documentation.

6. Nothing in paragraph 4.1 shall be construed to require a covered housing provider to request that an individual submit documentation of the status of the individual as a victim of domestic violence, dating violence, sexual assault, or stalking.

Form HUD-5383 may be used for making a written request for an emergency transfer.

Priority for Transfers

Tenants who qualify for an emergency transfer under VAWA will be given the following priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists.

Emergency Transfers

- A) Hazardous Maintenance Condition
- B) VAWA emergencies for tenants who are victims of domestic violence, dating violence, sexual assault or stalking

Mandatory Transfers

- A) Occupancy Standards Transfers
- B) Transfers to Make an Accessible Unit Available
- C) Demolition, Disposition, Revitalization or Rehabilitation Transfers

Tenant Initiated Transfers

- A) Reasonable Accommodations

Within each category, transfers will be processed in order of the date a family was placed on the transfer list. Emergency and Mandatory transfer will take precedence over waiting list admissions.

With the approval of the Executive Director, OVHC may, on a case-by-case basis, transfer family without regard to its placement of the transfer list in order to address the immediate need of a family in crisis.

Confidentiality

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, **OVHC** must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. This information should be securely and separately kept from tenant files. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by **OVHC** employees or contractors if explicitly authorized by **OVHC** for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

- Written permission by the victim in a time-limited release;
- Required for use in an eviction proceeding or hearing regarding termination of assistance; or
- Otherwise required by applicable law.

In addition, HUD's VAWA regulations require emergency transfer plans to provide strict confidentiality measures to ensure that the location of the victim's dwelling unit is never disclosed to a person who committed or threatened to commit the VAWA violence/abuse.

Emergency Transfer Procedure

OVHC cannot specify how long it will take from the time a transfer request is approved until the tenant can be placed in a new, safe unit. **OVHC** will, however, act as quickly as possible to assist a tenant who qualifies for an emergency transfer. If **OVHC** identifies an available unit and the tenant believes that unit would not be safe, the tenant may request a transfer to a different unit. **OVHC** may be unable to transfer a tenant and their household to a particular unit if the tenant and their household has not established or cannot establish eligibility for that unit.

If **OVHC** does not have any safe and available units for which the tenant is eligible, **OVHC** will assist the tenant in identifying other covered housing providers who may have safe and available units to which the tenant could move. At the tenant's request, **OVHC** will also assist the tenant in contacting the local organizations offering assistance to victims of VAWA violence/abuse that are attached to this plan.

Making the Emergency Transfer Plan Available

The **OVHC** will provide the following forms when a family is admitted as a tenant, denied admission, or upon notification of eviction or termination of assistance:

Notice of Occupancy Right Under The Violence Against women Act (form HUD-538) and the Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (form HUD-5382).

These forms are also available by calling 906-884-2258 or obtained at the **OVHC** office or via mail by sending a request to 100 Cane Court, Ontonagon MI 49953

Safety and Security of Tenants

When **OVHC** receives any inquiry or request regarding an emergency transfer, **OVHC** will encourage the person making the inquiry or request to take all reasonable precautions to be safe, including seeking guidance and assistance from a victim service provider. However, tenants are not required to receive guidance or assistance from a victim service provider.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or for people with hearing impairments 1-800-787-3224 (TTY).

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <http://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Agencies that are available in the area to contact for assistance with Domestic Violence, Rape Abuse or Incest, Victims of Criminal Stalking:

Barbara Kettle Gundlack Shelter 906-884-4004

Copper Country Mental Health 906-884-4804

Dial Help 906-482-4357

Michigan Coalition to end Domestic and Sexual Violence 517-347-7000

Public reporting burden for this collection of information is estimated to range from four to eight hours per each covered housing provider's response, depending on the covered housing program. This includes the time to develop program and project-specific emergency transfer policies and develop contacts with local service providers. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. This is a model plan and covered housing providers in programs covered by VAWA may, at their discretion, use it to develop their own emergency transfer plans, as required under 24 CFR 5.2005(e). While HUD does not intend to collect emergency transfer plans, HUD may access these plans to ensure compliance with the regulations. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Rules for Village Housing Resident

Quiet time is from 9:30 PM until 8:00 AM

No washers or dryers or dishwashers in the apartments.

Laundry facilities are for residents use only

Garbage pickup is on Monday. Place garbage in a **bag** and put the bag inside of the garbage cans.

The toilet are **ONLY** to be used for the intend purpose. Toilet wipes are **NOT** flushable despite what they say.

Please **DO NOT** dispose of grease in the sink. It will clog the pipes.

If you should be **locked out of your apartment** after office hours (8:00-3:00 M-F) you will be charged a \$25.00 lock out fee if a commission employee should have to return to the complex to unlock your apartment.

Because the OVHC pays for the electricity all windows and both doors must remain closed whenever we are in heating season or the heat is turned on and also when the air conditioning is running.

No laundry will be washed in the sink/shower other than items that require "hand wash only". Also no drying of wet laundry is allowed in the units other than line dry only items during the winter months. Both of these items cause excess humidity in the units and can result in mold and mildew growth in the unit.

Parking spaces are limited to one and only **ONE** space per unit. All guest are to park in the parking lot north of the office. There will be no parking or driving on the sidewalks and/or lawns without an approved Reasonable Accommodation request.

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.

General Information:

- Light switch on living room wall turns on the wall receptacle.
- There is a magnetic clip on every resident entry door to deliver any notices that may come about. Please do not remove these.
- Your own personal property is **NOT** covered by Village Housing Insurance, Please seek your own policy.
- We have small carpet squares at the office to use under the legs of furniture if your unit has laminate flooring.

Maintenance Charges:

- Maintenance charges are the actual cost of materials and labor at the current labor rate as posted on the bulletin board next to the office

NOTICE OF LEASE TERMINATION: If the Housing Commission proposes to terminate this Lease, the Resident shall be given written notice of the proposed termination, as listed below:

- a. for failure to pay rent, thirty (30) days;
- b. for creation or maintenance of a threat to health or safety of other Residents or Housing Commission's employees, a reasonable time based on the urgency of the situation; or
- c. for all other cases, thirty (30) days, unless State law permits a shorter period.
- d. for being over-income for 24 consecutive months, 6 months (Notice to Vacate)

The Notice to Vacate required by State or local law may be combined with or run concurrently with a Notice of Lease termination required by this lease.

The Notice of Lease Termination from the Housing Commission shall be in writing and either personally delivered to the Resident, leave it with an adult member of the Resident's family or household residing in the dwelling, sending it via first class mail to the residents address or transmitting it via email, only if the resident gave explicit written consent to receive legal notices and other notices electronically.

- a. specify the date the Lease shall be terminated;
- b. state the grounds for termination with enough detail for the Resident to prepare a defense. The Housing Commission shall rely solely on the grounds stated in the Notice of Lease Termination in the event eviction action is initiated;
- c. advise the Resident of the right to reply as he or she may wish, to examine the Housing Commission's documents directly relevant to the termination or eviction, to use the Grievance Policy to contest the termination, and/or to defend the action in court.

DELIVERY OF NOTICES:

Notice by Housing Commission: Any notice from the Housing Commission shall be in writing and either personally delivered to the Resident, leave it with an adult member of the Resident's family or household residing in the dwelling, securely attaching the notice to the entry screen door, sending it via first class mail to the residents address or transmitting it via email, only if the resident gave explicit written consent to receive legal notices and other notices electronically.

Notice by Resident: Any notice to the Housing Commission shall be in writing, and either personally delivered to the Housing Commission at the Housing Commission's Office, or sent to Housing Commission by first-class mail, postage pre-paid and addressed to: The Ontonagon Village Housing Commission, 100 Cane Ct, Ontonagon MI 49953.

If the Resident is visually impaired, notices shall be in accessible format.

Ontonagon Village Housing Commission



100 Cane Court
Ontonagon MI 49953
ontvilhc@villageofontonagon.org
906-884-2258 Fax 906-884-2204

Electronic Notice Consent Form

Property Address: _____

Landlord Name: _____

Tenant Name(s): _____

◆ Tenant Consent and Designation

By signing this form, you agree to receive legal notices, demands for possession, and lease updates via email. This choice is **completely voluntary**. Your landlord cannot deny you housing or penalize you if you choose to receive paper notices instead.

• **Designated Tenant Email:** _____

• **Designated Landlord Email:** _____

◆ Required Two-Step Activation Process

Michigan law requires a **two-step confirmation** before this electronic consent becomes legally active:

1. **Sign this Form:** You must sign and return this paper or digital consent document.
2. **Reply to the Confirmation Email:** The landlord will send a test email to your designated address. You **must reply to that email** to confirm your receipt and complete the activation.

Legal notices sent via email are not valid until you complete step two.

◆ Tenant Acknowledgments

- **Daily monitoring:** I agree to check my designated email account daily.
- **Spam filters:** I will ensure landlord emails are not blocked by spam filters.
- **Address changes:** I will notify the landlord immediately if my email changes.
- **Right to revoke:** I can revoke this consent in writing at any time.

◆ Signatures and Agreement

Tenant Signature: _____ **Date:** _____

Landlord Signature: _____ **Date:** _____

 Step 2: Sample Confirmation Email Text

(Landlord must send this to the tenant after signing)

Subject: ACTION REQUIRED: Confirm Email Address for Housing Notices

Dear [Tenant Name],

You recently signed an Electronic Notice Consent Form. To finalize this process under Michigan law, please **reply directly to this email** with the words *"I confirm receipt and consent to electronic notices."*

Thank you,

Karen Jackson

Ontonagon Village Housing Commission

Income reviews will be held every third year for Residents choosing the flat rent option. Residents who have chosen this option will be notified at the appropriate time for their recertification.

At the time of the review appointment the Resident may elect to change his or her rent choice option.

In cases where annual income cannot be projected for a twelve-month period or the Resident is reporting no income and Resident has chosen the percentage of income rent option, the Housing Commission will schedule special rent reviews every sixty (60) days. In addition, the Resident may request a change in the rent choice option before the date of the review if the family experiences a decrease in income; their circumstances have changed increasing their expenses for child care, medical, etc.; or other circumstances create a hardship on the family such that the formula method would be more financially feasible for the family.

Residents paying rent based on income may meet with the Housing Commission to discuss any change in rent resulting from the recertification process; and, if the Resident does not agree with the determination of Resident rent, the Resident may request a hearing in accordance with the Housing Commission's grievance procedures.

9. **INTERIM RENT ADJUSTMENTS:** Residents must promptly report to the Housing Commission any of the following changes in household circumstances when they occur between Annual Rent Recertification:

- a. A member has been added to the family through birth, adoption, or court-awarded custody.
- b. A household member is leaving or has left the family unit.
- c. **A 10% increase/decrease of income (earned or unearned)**

In addition, Residents paying rent based on a percentage of income may report the following activities that occur between Annual Rent Recertification:

- b. Childcare expenses for children under the age of 13 that are necessary to enable a member of the household to be employed or to go to school;
- c. Handicapped assistance expenses, which enable a family member to work;
- d. Medical expenses of elderly, disabled, or handicapped headed households that are not covered by insurance; or
- e. Other family changes that impact their adjusted income.

Notwithstanding the provisions listed above, a Resident's rent shall not be reduced if the decrease in the family's annual income is caused by a reduction in the welfare or public assistance benefits received by the family that is a result of the Resident's failure to comply with the conditions of the assistance program requiring participation in an economic self-

ONTONAGON VILLAGE HOUSING COMMISSION TRANSFER POLICY

UNIT TRANSFERS

OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by ensuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To assist residents, lawful occupants, or affiliated individuals who are victims of actual or threatened domestic violence, dating violence, sexual assault, or stalking according to VAWA.
- F. To eliminate vacancy loss and other expenses due to unnecessary transfers.

CATEGORIES OF TRANSFERS

Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members or where a family member, lawful occupant, or affiliated individual is a victim of actual or threatened domestic violence, dating violence, sexual assault, or stalking to family members or affiliated individuals. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood. All emergency transfers shall be completed as soon as practical.

The Ontonagon Village Housing Commission has a specific VAWA Emergency Transfer Policy that is incorporated by reference into this ACOP and will govern all transfers requested under VAWA.

Category B: Mandatory transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization, revitalization, disposition or demolition work to proceed. To correct occupancy standards where the unit size is inappropriate for the size and composition of the family, when an accessible unit becomes available, it shall first be offered to families needing it who reside on the site that has the vacancy, then to appropriate people on the waiting list.

Category C: Tenant Initiated transfers. These transfers are made to offer incentives to families willing to help meet certain Ontonagon Village Housing Commission occupancy goals, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Ontonagon Village Housing Commission when a transfer is the only or best way of solving a serious problem.

TRANSFER LIST

Transfers will be processed in the following order:

1. Emergency transfers (hazardous maintenance conditions, VAWA)
2. High-priority transfers (verified Medical Condition, threat of harm or criminal activity, and reasonable accommodation)
3. Transfers to make accessible units available
4. Demolition, renovation, etc.
5. Occupancy standards
6. Other PHA -required transfers
7. Other resident-requested transfers.

DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

When the transfer is a result of an action protected under VAWA, the documentation required under the VAWA Emergency Transfer shall be required.

COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e., by the police);
- B. When the transfer is made under VAWA;
- C. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Ontonagon Village Housing Commission in the following circumstances:

- A. When the transfer is needed in order to carry out modernization, disposition or demolition activities; or
- A. When action or inaction by the Ontonagon Village Housing Commission has caused the unit to be unsafe or inhabitable; or

- B. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Ontonagon Village Housing Commission or a VAWA victim. This means the family must be in compliance with their lease, current in all payments to the Housing Commission, and must pass a housekeeping inspection.

TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Ontonagon Village Housing Commission may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Ontonagon Village Housing Commission will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Ontonagon Village Housing Commission will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

If the transfer is requested under VAWA, the provisions of VAWA shall apply.

RIGHT OF THE ONTONAGON VILLAGE HOUSING COMMISSION IN TRANSFER POLICY

The provisions listed above are to be used as a guide to ensure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

Adopted on 05/21/2019