

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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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 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 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, Federal Housing Administration, 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. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan

## for Fiscal Year: 2009

### PHA Name:

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

### Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Ishpeming Housing Commission

**PHA Number:** MI 101

**PHA Fiscal Year Beginning:** (01/2009)

**PHA Programs Administered:**

- Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
 Number of public housing units:                      Number of S8 units:                      Number of public housing units: 127  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: Evelyn Valente-Heikkila                      Phone: (906) 485-4100  
TDD:    Email (if available): ejvalente@charterinternet.com

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- X    PHA's main administrative office        PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.    X Yes     No.

If yes, select all that apply:

- X    Main administrative office of the PHA  
    PHA development management offices  
    Main administrative office of the local, county or State government  
    Public library                          PHA website                          Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- X    Main business office of the PHA        PHA development management offices  
    Other (list below)

**Streamlined Annual PHA Plan**  
**Fiscal Year 2009**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- X 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- X 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- X 6. Supporting Documents Available for Review
- X 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- X 8. Capital Fund Program 5-Year Action Plan

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO** If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1. X Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes X No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1.  Yes X No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - low utilization rate for vouchers due to lack of suitable rental units
  - access to neighborhoods outside of high poverty areas
  - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) **City of Ishpeming/County of Marquette/State of Michigan**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- X Other: (list below) **Based on needs of residents in our community**

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs X Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). X Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> <b>Ishpeming Housing Commission</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>MI33P10150109</b> Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2009</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$988.00			
3	1408 Management Improvements	\$6,000.00			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$74,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$89,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$170,488.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26					

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
<b>PHA Name:</b> <b>Ishpeming Housing Commission</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No.:MI33P10150109 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2009</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI 101	Install handicapped Showers – Pioneer Bluff Apts.	1465.1	20	\$89,000.				
	Replace windows - Willow Street Complex	1460	9 units	\$74,500.				
	Operations	1406		\$988.				
	Replace copier - Office	1408	1	\$6,000.				



## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name <b>Ishpeming Housing Commission</b>				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1  <b>2009</b>	Work Statement for Year 2  FFY Grant: <b>2010</b> PHA FY: <b>2010</b>	Work Statement for Year 3  FFY Grant: <b>2011</b> PHA FY: <b>2011</b>	Work Statement for Year 4  FFY Grant: <b>2012</b> PHA FY: <b>2012</b>	Work Statement for Year 5  FFY Grant: <b>2013</b> PHA FY: <b>2013</b>
<b>MI 101</b>	Annual Statement				
Pioneer Bluff Apt		\$140,000.	\$170,000	\$75,000.	\$75,000.
Holmes Terrace		\$25,000.			
Willow Street Complex				\$92,000.	\$92,300.
Operations		\$5,488.	\$488.	\$3,488.	\$3,188.
CFP Funds Listed for 5-year planning	\$170,488	\$170,488	\$170,488	\$170,488	\$170,488
Replacement Housing Factor Funds					





**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> <b>Ishpeming Housing Commission</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: M133P10150104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
Performance and Evaluation Report for Period Ending: 6/30/2007  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	- 0 -	\$82.72	\$82.72	\$82.72
3	1408 Management Improvements	\$30,000.	\$19,600.46	\$19,600.46	\$19,600.46
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 6,000.	- 0 -	- 0 -	- 0 -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$90,000.	\$71,130.73	\$71,130.73	\$71,130.73
10	1460 Dwelling Structures	\$18,688.	\$66,678.00	\$66,678.00	\$66,678.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$10,000.	- 0 -	- 0 -	- 0 -
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$25,000.	\$22,196.09	\$22,196.09	\$22,196.09
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$179,688.	\$179,688.	\$179,688.	\$179,688.
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$19,531.45	\$19,531.45	\$19,531.45	\$19,531.45
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHA Name: <b>Ishpeming Housing Commission</b>		Grant Type and Number Capital Fund Program Grant No: <b>M133P10150104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI 101								
	Management Updates s	1408		\$30,000.	\$19,600.46	\$19,600.46	\$19,600.46	Complete
	Increase parking area at Pioneer Bluff Apts.	1450		\$90,000.	\$71,130.07	\$71,130.07	\$71,130.07	Complete
	Preventive maintenance to building and siding at High Rise	1460		\$18,688.	\$66,678.00	\$66,678.00	\$66,678.00	Complete
	Install security cameras On all floors at Pioneer Bluff apts.	1475		\$35,000.	\$22,279.47	\$22,279.47	\$22,279.47	Complete
	Heating System Study	1430		\$6,000.		0.00	0.00	Complete no charge
	Operations	1406		- 0 -	\$82.72	\$82.72	\$82.72	





## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>Ishpeming Housing Commission</b>			Grant Type and Number Capital Fund Program Grant No: MI33P10150108 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2008</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$1,688.			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$50,000.			
11	1465.1 Dwelling Equipment—Nonexpendable	\$118,800.			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$170,488.			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name: Ishpeming Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P10150108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI 101	Install strobe lights in bedrooms at Pioneer Bluff Apts.	1465.1	88	\$55,800.				
	Install ceiling fans/lights in bedrooms at Pioneer Bluff apts.	1465.1	98	\$38,000.				
	Purchase evacuation chairs for Pioneer Bluff Apts.	1465.1	10	\$25,000.				
	Replace windows at Willow Street Complex	1460	5/units	\$50,000.				
	Operations	1406		\$1,688.				



**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

## **INTERNAL CONTROL POLICIES**

### **Ishpeming Housing Commission**

These Internal Control Policies are approved by the Board of Commissioners, implemented by the Executive Director and presented to all applicable staff.

The requirements of specific funding sources may occasionally supersede these policies.

#### **CASH:**

The Ishpeming Housing Commission shall not accept cash. Only personal checks and money orders will be accepted.

A check returned for non-sufficient funds will be considered nonpayment of rent and will be dealt with according to the procedures outlined in the "Rent Collection Policy" of the IHC.

#### **COLLECTIONS/ACCOUNTS RECEIVABLE**

At least two people shall be involved in the receipts functions. It is primarily the responsibility of the Administrative Assistant to receipt monthly payments to the IHC, however, if he/she is unavailable, the Office Clerk or the Executive Director can receipt. It is primarily the responsibility of the Office Clerk to prepare deposits. If he/she is unavailable the Administrative Assistant or the Executive Director will perform this function. Delivery of deposits to the bank are not to be made by the preparer of the deposit. Delivery will be made by the AA/OC/ or ED. Any overages or shortages in the deposits will be brought to the attention of the Executive Director.

Payments received through the mail or over the counter are receipted on pre-numbered receipts. Checks are restrictively endorsed "for deposit only" immediately upon receipt and kept in a secure location (safe) until ready to be deposited. The Administrative Assistant/Office Clerk prepares batches for accounting purposes and balances receipts with monies collected.

It is the responsibility of staff in the Maintenance Department to collect the quarters from the washers and dryers at Pioneer Bluff Apartments. Two staff members shall be present when machines are emptied. If two staff members from maintenance are unavailable, the Administrative Assistant, Office Clerk or Executive Director will assist with the collections. Coins will be counted separately for each machine and the totals will be recorded on the "Laundry Income Form" and initialed by the staff performing the task. Coins are delivered to the Administrative Assistant who will record the amounts in the computer.

At month end, the Administrative Assistant/Office Clerk closes out the transactions that occurred for the month, prepares copies and forwards them to the fee accountants for the IHC, "Housing Authority Accounting Specialists" (HAAS), for preparation of the monthly financial statements.

## **DIRECT DEPOSITS**

Direct deposits are made by HUD into the general fund checking account at the Peninsula Bank. The monies deposited are Capital Funds and Operating Subsidy Funds. The Executive Director and the Administrative Assistant receive an e-mail from HUD-eLOCCS specifying the amount and the date that the funds were deposited. A copy of the e-mail is sent to the fee accountant and a copy placed in the Capital Fund file or Operating Subsidy file to which it pertains.

## **DISBURSEMENTS/ACCOUNTS PAYABLE**

The Administrative Assistant/Office Clerk distributes the daily mail to the respective staff. All bills and invoices are delivered to the Executive Director.

All bills are paid by invoice. The ED reviews the invoices and checks them against the purchase orders and/or customer copy of the purchase receipt for accuracy, and to make sure sales tax is not charged. Once approved, the ED codes the invoice using the codes listed in the Low-Rent Housing Accounting Handbook, HM 7510.1 for the Administrative Assistant who will later process them for payment and places them in the "Bills to be Paid" file.

The Administrative Assistant prepares a list of bills to be paid each month prior to the Board Meeting. Commissioners review the list and approve all expenditures prior to them being paid with the exception of those bills that are due prior to the meeting of the Board. In order to avoid late charges, checks may be issued beforehand but they are still included on the list submitted to the Board for their approval

All checks must be signed by two authorized individuals. Blank checks are not to be signed by anyone. Generally the Executive Director and a Board Member will sign, however, in the absence of the ED two Board Members may sign. The "Check Signing Authorization Policy" adopted by the IHC identifies those persons who are authorized to sign and issue checks on its behalf.

Check vouchers are kept in a secure place and locked up when the office is closed.

Checks are numbered in a sequence and contain two stubs. The check is mailed to the company/person/vendor etc., one stub is mailed to Housing Authority Accounting Specialists (HAAS), and one is attached to the original invoice and filed in the month's folder in which it was paid.

If a voided check has already been signed, the signatures will be removed by cutting them from the check and destroying them. A copy of the voided check will be sent to the fee accountant at HAAS so they are aware that the check has been voided.

Checks shall not be made payable to “Cash”. Except for minor reimbursement checks, signers are restricted from signing their own checks.

## **INVESTMENTS**

The Executive Director is designated the administrator of the Ishpeming Housing Commission’s funds and will be responsible for their timely and appropriate investment.

The IHC has an Investment Policy that is attached. It is the ED’s responsibility to see that only those investments listed in the policy are used. If the investment in any bank exceeds the amount that is fully insured by that bank, it is the ED’s responsibility to obtain from each affected bank, either a Collateralization Agreement or specific Pledged Assets to insure the safety of all funds.

The ED also obtains and executes General Depository Agreements and maintains copies on file. The ED is responsible for obtaining signatures on bank signature cards identifying who is authorized to transact business on behalf of the IHC.

Two signatures are required for any withdrawal from any savings or investment account.

## **BANK RECONCILIATIONS**

Monthly bank statements are mailed to the fee accountant (HAAS). The fee accountant prepares the bank reconciliation and sends a copy with monthly reports to the IHC. Interest earned on the General Fund checking account is entered in the check book by the fee accountant upon receipt of the monthly bank statement.

Upon completion of the reconciliation and preparation of monthly financial statements, the fee accountant emails the reports to the ED. Upon receipt of the reports, the ED reviews and binds the reports by date.

The ED prepares a monthly operating budget report for the Commissioners based on the information included in the monthly financial records prepared by the fee accountant.

## **OFFICE AND MAINTENANCE SUPPLIES**

Any and all purchases must be determined to be necessary and affordable, taking into consideration budget provisions. Purchases and contracts for equipment, materials, supplies, or services except for personal services, shall be made according to the procedures outlined in the “Procurement Policy” adopted by the Board of Commissioners.

Maintenance Staff has the authority to purchase supplies, as needed for the day to day operation of IHC projects. This involves 2 maintenance staff. The purchaser of the supplies must sign for and receive a copy of the bill. The bill is reviewed by the Executive Director who initials it and places it in the bill file to be checked against the invoice when received.

Office Staff has the authority to purchase supplies as needed, for the day to day operation of running and maintaining the office. This involves 3 people, the Executive Director, Administrative Assistant, and the Office Clerk. The purchaser is required to get a copy of the bill which they sign except for when a purchase is made by the Administrative Assistant or the Executive Director per telephone or on line. For these type of purchases, a purchase order will be filled out for the supplies etc. that are ordered and number of purchase order given to the person accepting the order, or entered on the online purchase form. Invoices received from the company will be compared to the purchase order written and placed on file by the Executive Director. The primary responsibility for the purchase of office supplies belongs to the Administrative Assistant.

### **PURCHASE ORDERS**

Expenditures of \$25.00 or more shall be authorized by a standard purchase order form. Purchase orders are to be filled out and signed by the employee making the purchase request and submitted to the Executive Director for approval prior to purchasing or ordering the item(s) requested. If approved, the ED will initial the purchase order, and a copy placed in the file to be reconciled with the invoice when received.

### **CAPITALIZATION/INVENTORY**

Equipment and/or other personal property is capitalized according to the “Capitalization/Inventory Policy” adopted by the IHC.

Annually, close to year end, the Executive Director shall cause to be counted any inventory of expendable items with a value of \$500.00 or more. The inventory will be performed by maintenance staff and presented to the Executive Director. The information gathered shall be dated and initialed by the person conducting the inventory. For the administrative office, the Administrative Assistant shall provide such information to the Executive Director.

Once compiled, the Executive Director is responsible for submitting such information to Housing Authority Accounting Specialists (HAAS) for financial recording, and for making it available for review by the auditors.

### **ASSEST MANAGEMENT**

Annually, close to year end, the Executive Director or person(s) designated by the ED shall conduct an inspection of all equipment, material and supplies, valued in excess of \$500.00 and prepare a written log of such information. The log shall contain the

inventory #, if applicable, and shall be dated and signed by the individual conducting the inspection. The ED, or person(s) designated by the ED, shall compare said log with the Book Asset Detail maintained by the Fee Accountant (HAAS). Based on the information, the ED/AA shall submit any necessary changes to HAAS for recording in financial statements.

Disposal of personal property belonging to the IHC shall be conducted according to the procedures outlined in the "Disposition Policy" adopted by the Board of Commissioners.

## **PAYROLL**

The Ishpeming Housing commission has an agreement with the City of Ishpeming to issue payroll checks.

The Administrative Assistant/Office Clerk prepares a bi-weekly log showing regular hours worked, holiday hours, overtime hours, vacation hours, sick leave hours, and personal leave hours for all employees. Employees are required to review and initial the payroll log. The Executive Director also reviews and initials the logs after which a copy of it is submitted to the City Treasurer by the Administrative Assistant/Office Clerk for preparation of the payroll.

Payroll checks are picked up at city hall on payday by the AA/OC and distributed to the respective employees in sealed envelopes. The City Treasurer invoices the IHC monthly for the payroll expenses.

The ED keeps a record of employees vacation, sick leave and personal leave on a monthly basis

## **CREDIT CARDS**

A copy of the "Credit Card Policy" adopted by the IHC is attached.

## **PETTY CASH**

Petty cash, limited to \$100.00, is maintained by the Administrative Assistant. All withdrawals are documented with receipts. The total of cash plus receipts always equals the full original balance of the fund. Petty cash is secured in the safe in the administrative office.

## **TRAVEL POLICY**

Transportation costs for persons authorized to travel on behalf of the IHC shall be paid by the Commission as outlined in the attached "Travel Policy" adopted by the Commission.

## **WHISTLEBLOWER PROTECTION ACT**

The IHC does not have a Whistleblower Policy. Being that the IHC is a public housing agency, it is required to comply with all local, state and federal regulations and acts. Therefore, the Federal Act known as the “Whistleblower Protection Act” administered by the Office of the Whistleblower Protection Program (OWPP) and part of the Department of Labor would be enforced.

## **SECURITY CAMERAS**

Collection of all Accounts Receivable takes place at the IHC office located in the Pioneer Bluff Apartment building, 111 Bluff St., Ishpeming, MI A “rent drop box” is located at the front entrance to this building for the convenience of residents. The “rent drop box” is checked daily during normal business hours by the Administrative Assistant or the Office Clerk. Security cameras cover the front entrance doors and all common areas of the building including the community room, laundry, and all floors. Activity in the building is taped 24 hours a day. The purpose of the cameras is to provide protection for our residents by deterring potential damage or loss.

## **COMPUTER FILES**

Computer files are backed up daily. The system is set up so a full backup occurs at approximately 9:00 PM. An email is automatically sent to the Administrative Assistant and the Office Clerk to notify them that backup was successfully completed. Should any failure occur with backup, an email is automatically sent to Small Business Computer Systems (SBCS) along with notification to the AA/OC. Daily backup tapes are rotated. Tapes are stored in the fireproof safe located in the administrative office.

## **RENT CALCULATION/COLLECTION**

The Ishpeming Housing Commission’s “Admissions and Continued Occupancy Policy” and the “Rent collection Policy” set forth and define the IHC’s policies for the operation of the Public Housing Program, incorporating federal, state, and local laws. The Executive Director is responsible for verifying a sample of tenant files handled by other employees to determine the following:

1. Tenant income has been third party verified and documented.
2. The monthly rent being charged has been correctly calculated.
3. The amount of rent determined from tenant income is the same amount being charged in the tenant ledger.
4. That admission policies are being followed.
5. That collection policies are being followed.
6. That work orders are being performed promptly so unit turnaround is kept at a minimum to assure the rental income is maximized.

## **ENERGY CONSERVATION**

Energy audits are performed every five years, as required by HUD. The IHC will make every effort to implement energy saving activities as recommended in the audit report. Every effort will be made to purchase “Energy Star” appliances when it becomes necessary to replace washers, dryers, refrigerators, and ranges for the apartment units and family housing.

The IHC participates in various programs with agencies that promote green energy such as “Michigan Green”. Residents are informed about, and encouraged to practice, energy saving tips and ideas through the monthly newsletter that is distributed by the IHC to the tenant population.

The IHC will produce power, on site, through a wind turbine constructed by Windstor Power Co. and MTI Lighting Specialists. Power produced will be sold to the IHC at a rate that will remain lower than that charged by the local utility company.

## **JOB DESCRIPTIONS**

Job descriptions exist for each employee of the Ishpeming Housing Commission. When a job opening occurs, the applicable job description is used to recruit candidates for the position. Applications are reviewed by the Executive Director to determine if the candidate meets the minimum qualifications. Interviews are given, references checked, and a criminal and credit check ordered (if applicable), and the most qualified individual is offered the job.

Adopted:  
April 10, 2008

## PROCUREMENT POLICY

The following Procurement Policy has been duly adopted by the Ishpeming Housing Commission for the purchasing of equipment, materials and supplies, and in the award of contracts for services or for repairs, maintenance, and replacements. The Commission shall comply with all applicable state and local laws and, shall make such purchases and award such contracts to the lowest responsible bidder after advertising for proposals for a sufficient time. Procurement shall be made in the following manner:

1. Purchases and contracts for equipment, materials, supplies, or services except for personal services, shall be made in the following manner:
  - a. The Executive Director shall make purchases and contracts, not to exceed \$2,000 in amount, in the open market after such inquiry as deemed necessary to ensure that the price obtained is the most advantageous to the Ishpeming Housing Commission.
  - b. For purchases and contracts from \$2,000 to \$100,000., the Executive Director shall solicit bids orally, by telephone, or in writing from at least three suppliers, if so many be available in the locality; he shall keep on file a tabulation of solicitations made and quotations received.
  - c. For purchases and contracts in excess of \$100,000., the Executive Director shall invite bids by (1) advertisement in at least one newspaper of general circulation, or (2) mailing invitations to bid to all available dealers and (3) notices posted in public places; or a combination of such methods. A tabulation of bids received shall be retained on file.
  - d. All procurement of equipment, materials, supplies, and repairs or services shall be documented. Expenditures under \$25.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures ranging from \$25.00 to \$100,000. shall be authorized by a standard purchase order form. Expenditures in excess of \$100,000. shall be made by formal contract.
  - e. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts the following provision: "No member, officer or employee of the Ishpeming Housing Commission, no member of the governing body of the

locality in which the Project is situated, no member of the governing body of the locality in which the Ishpeming Housing Commission was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Project, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof."

2. For the purchases and contracts specified in paragraphs 1-a and 1-c above, lack of competition is permissible only when an emergency exists which permits no delay because of the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. If an award is made without competition, a formal report of such award together with a certification or statement justifying the lack of competition, shall be made to the Board.
3. With respect to the purchases and contracts specified in paragraphs 1-b and 1-c above, the Executive Director shall make the purchase from or award the contract to the lowest responsible bidder who meets the requirements.

Adopted by the Board of Commissioners  
Ishpeming Housing Commission  
May 11, 1995  
Amended February 14, 2008

## SMOKING POLICY

### Holmes Terrace and Willow Street Complexes

Whereas, the 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke-free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke-free policies and laws do not have an adverse economic impact on the hospitality industry.

Whereas, numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of approximately 53,000 Americans annually.

Whereas, the Public Health Service's National Toxicology Program (NTP) has listed secondhand smoke as a known carcinogen.

Whereas, based on a finding by the California Environmental Protection Agency in 2005, the California Air Resources Board has determined that secondhand smoke is a toxic air contaminant, finding that exposure to secondhand smoke has serious health effects, including low birth-weight babies; sudden infant death syndrome (SIDS); increased respiratory infections in children; asthma in children and adults; lung cancer, sinus cancer, and breast cancer in younger, pre-menopausal women; heart disease; and death.

Whereas, inasmuch as there is no safe level of exposure to secondhand smoke, the American Society of Heating, Refrigerating and Air conditioning Engineers (ASHRAE) bases its ventilation standards on totally smoke-free environments. ASHRAE has determined that there is currently no air filtration or other ventilation technology that can completely eliminate all the carcinogenic components in secondhand smoke and the health risks caused by secondhand smoke exposure, and recommends that indoor environments be smoke-free in their entirety.

Now therefore, the Ishpeming Housing Commission adopts this policy for Holmes Terrace and Willow Street Complexes.

Smoking Policy  
Page 2

For the health and safety of Ishpeming Housing Commission employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Ishpeming Housing Commission enters and remains in your apartment unit. If any resident refuses to put out the burning tobacco or related product prior to the employee or representative entering the apartment, or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate your apartment and shall not return until such time as there is no longer any tobacco or related product burning. This may result in a delay of services in your apartment.

Adopted:  
February 14, 2008

**TENANT CERTIFICATION**

I have read and understand the Smoking Policy for Holmes Terrace and Willow Street Complexes and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my lease.

Resident Signature: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Date: \_\_\_\_\_

# Ishpeming Housing Commission

## Rent Collection Policy

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1. All rents are due and payable on or before the first day of each month.
2. Rent and other charges are to be paid by personal checks, money orders and/or certified checks.
3. Beginning on the 6<sup>th</sup> day of the month, a late charge of \$1.00 per day will be assessed until the rent is paid.
4. Arrangements can be made with Management to pay one-half of the rent on or before the 5<sup>th</sup> day of the month. In order to prevent a late charge for the month, the balance of the rent must be paid on or before the 20<sup>th</sup> of the month. If the balance of the rent is not paid on the 20<sup>th</sup> of the month, a late charge will be made for each day past due. If the 5<sup>th</sup> or 20<sup>th</sup> day of the month falls on a Saturday or Sunday, the resident will be given until 5:00 p.m. the following Monday before a penalty is assessed.
5. If rent is not paid by the 15<sup>th</sup> of the month (without making arrangements) a letter will be sent to the resident regarding the past due rent. Resident will be given 5 working days to contact Management to set up an appointment for an informational hearing.
6. If rent payment is not made and the time period for a hearing has expired, legal proceedings will be started for possession of the dwelling unit. Residents will be responsible for any legal cost in addition to the delinquent rent and late fees. Partial payments will not be accepted.
7. Receipt of a “Non Sufficient Funds” (NSF) check will be considered nonpayment of rent and procedures outlined above will apply, including assessment of the late charges and any charges assessed against the Commission by the bank.
8. Late payment of rent and/or receipt of a NSF check constitute material non-compliance with the terms and condition of the lease and could result in termination of tenancy.

# ISHPEMING HOUSING COMMISSON

## Investment Policy

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The Investment Policy is to maximize the returns on all Ishpeming Housing Commission reserves by investing the maximum amount of money in prudent investments that meet the requirements of US Department of Housing and Urban Development. The following are examples:

1. U.S. Treasury Bills
2. U.S. Treasury Notes and Bonds
3. Obligations of Federal Government Agencies
4. Securities of Government Sponsored Agencies
5. Insurance Money Market Deposit Accounts
6. Municipal Depository Funds
7. Certificates of Deposit
8. Repurchase Agreements
9. Sweep Accounts
10. Mutual Funds that meet the HUD criteria.

All investments shall be adequately collateralized. If the Commission's funds in a bank exceed the federal insurance limits, the bank shall provide adequate collateral in the form of a Collateralization Agreement or specific Pledged Assets to insure the safety of all funds.

The Executive Director is hereby designated the administrator of the IHC's funds and will be responsible for their timely and appropriate investment.

An investment register shall be maintained to record the purchase and sale of investment securities. At the minimum, the record shall contain the following:

1. Description of the securities purchased.
2. Date of purchase.
3. Purchase price.
4. Interest rate.
5. Time period of investment.
6. Date of Sale.
7. Source of funds invested.

Interest earned shall be credited when actually received or credited to the account.

On an annual basis, the Executive Director shall review and develop an investment strategy for all agency funds that are not needed immediately. This strategy shall be reviewed with the Board of Commissioners for their approval.

IHC shall make periodic reviews to determine if additional funds are available for investment. The investment process will be accomplished through financial representatives at designated financial institutions.



**CREDIT CARD POLICY**  
**Ishpeming Housing Commission**

The Ishpeming Housing Commission Board of Commissioners established the following credit card policy to be used for the purchase of goods and services when payment by check or cash is not expedient, practical or desirable.

- A. The Executive Director shall be responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the IHC's credit card policy.
- B. The IHC credit cards may be issued to and used only by the Executive Director and the Administrative Assistant for the purchase of goods or services for the official business of the IHC. Purchases shall also include capital outlays for travel, meals and accommodations while on business for the IHC.
- C. Employees who use a credit card shall submit a copy of the vendor's credit card slip to the Executive Director. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction. All credit card slips shall include this information as well.
- D. An employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Executive Director shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- E. An employee who is issued a card shall return the credit card to the Executive Director upon termination of his/her employment with the IHC.
- F. The Executive Director shall review each credit card statement to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Board of Commissioners.
- G. The Board of Commissioners shall not approve a payment to the entity issuing the credit card until all transactions have been verified.

H. Employees who use an IHC credit card in a manner contrary to this policy shall be subject to the following disciplinary actions as deemed appropriate by the Board of Commissioners.:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the IHC for unauthorized expenditures

Adopted:  
March 31, 2008

ISHPEMING HOUSING COMMISSION  
PERSONNEL POLICIES AND PROCEDURES

I. PURPOSE

These policies constitute the official Personnel Policies and Procedures of the Ishpeming Housing Commission (the "Commission"). They are intended to promote orderly and peaceful labor relations for the mutual interest of the Commission and our employees. The policies and procedures should not be construed as a contract.

It is the purpose of these policies to promote the general efficiency of our work force and to provide courteous, prompt and efficient services to our residents and our sites.

To these ends the Commission endeavors to obtain the fullest degree of friendly and cooperative relations between the Commission and our employees at all levels.

These personnel policies and procedures may be reviewed and amended periodically to assure they are in compliance with applicable state and federal laws and guidelines established by the Department of Housing and Urban Development. They may be amended at any time in the sole discretion of the Commission.

II. PERSONNEL ADMINISTRATION

A. AUTHORITY.

The Commission Board (the "Board") shall be the ultimate policy making authority in matters pertaining to the Commission and our personnel.

B. ADMINISTRATION.

The Board will appoint an Executive Director who will have general supervision over administration of the business and affairs of the Commission, and these personnel policies, on a day-to-day basis. The Executive Director may exercise discretion as s/he deems appropriate. Ambiguities in the personnel policies not resolved by the Executive Director will be resolved by the Board.

III. MANAGEMENT RIGHTS.

The Board, through its Executive Director, retains all rights to:

- A. Manage Commission affairs efficiently and economically, including determination of quantity and quality of services to

be rendered, control of materials, tools and equipment to be used, and discontinuance of any services, material or methods of operation;

- B. Introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- C. Subcontract or purchase labor or other assistance of any kind;
- D. Determine the number, location and type of facilities and installations, including construction of new facilities and improvement or discontinuance of existing facilities;
- E. Determine the size of the work force and increase or decrease its size;
- F. Determine wages and benefits for employees, including increase or decrease of such wages and benefits;
- G. Hire, assign and lay off employees, including increase or reduction of the work week or work day;
- H. Direct the work force, assign work and determine the number of employees assigned to operations;
- I. Establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification;
- J. Determine lunch, rest periods and cleanup times, starting and quitting times, and the number of hours to be worked;
- K. Establish work schedules;
- L. Discipline and discharge employees with or without reason or cause;
- M. Adopt, revise and enforce work rules and carry out cost and general improvement programs;
- N. Transfer, promote and demote employees;
- O. Assess qualification and competency of employees to perform available work; and
- P. Address any other matters not listed that may be pertinent to operation of the Commission.

The Commission reserves and retains, solely and exclusively, all rights to manage Commission affairs and to operate its facilities, including all of the inherent and customary rights, powers, functions and authority of management, and the right to adopt, amend and terminate personnel policies and procedures.

#### IV. POLICY ON PUBLIC STATEMENTS

The Executive Director and the President of the Commission are the only official spokespersons for the Commission. All inquiries for the media or media issues should be referred to the Executive Director or President. The Executive Director and/or the President may delegate this authority as they deem appropriate.

#### V. BASIC PRINCIPALS

##### A. EQUAL EMPLOYMENT OPPORTUNITY.

The Commission is an equal opportunity and affirmative action employer without regard to race, color, religion, sex, national origin, age, handicap, status as a Vietnam-era or special disabled veteran or other unlawful discrimination, in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Employment with the Commission will be based on information from and related to applications for employment and the selection for employment will be made on the basis of relative ability, knowledge and skills needed for the particular position available.

The Commission expressly prohibits any form of employee harassment due to race, color, religion, sex, national origin, age, handicap, status as a Vietnam-era or special disabled veteran, or other unlawful basis. Improper interference with the ability of Commission employees to perform their expected job duties will not be tolerated.

With respect to sexual harassment, the Commission prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

\*Submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment;

\*Submission to or rejection of such conduct or communication is used as the basis for decisions affecting an individual's employment; or

\*Such conduct or communication has the purpose or effect of creating an intimidating, hostile, or

offensive working environment.

2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

If you experience any job-related harassment based on your sex, your race, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Executive Director, who will investigate the matter and take appropriate actions. Should you for any reason be uncomfortable with reporting the incident to the Executive Director, promptly report the incident to the Board President who will see that the matter is appropriately investigated. Your complaint will be kept confidential to the maximum extent possible.

If the Commission determines that an employee is guilty of harassing another employee, appropriate action, which may include termination of the employment of an offending employee, will be taken.

The Commission prohibits any form of retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If, however, after investigation, the Commission determines an employee has provided false information regarding the complaint, appropriate action, which may include termination of employment of the individual who gave the false information, may be taken.

Each employee is responsible for respecting the rights of their co-workers.

B. APPLICATION PROCESS.

Persons desiring employment must make written application on form(s) provided by the Commission, specifying their qualifications, experience, education, references and other information which may be requested. All applications must be signed and dated by the applicant. False statements will be cause for rejection of employment or dismissal if hired.

C. PERSONAL INTERVIEW.

The Commission may require an applicant to appear for an oral interview in order to gain additional information and to further evaluate training, experience, skills and personality. For positions involving driving of motor vehicles, a valid Michigan driver's license must be presented at, or prior to, the interview.

D. MEDICAL EXAMINATION.

As part of the Commission's employment procedure, an applicant may be required to undergo medical examination(s) that may include alcohol and drug screening, conducted by a physician

designated by the Commission. Alcohol and drug screening will be conducted to assure, to the greatest extent possible, that the Commission provides a drug-free workplace for employees and program participants. Any offer of employment an applicant receives from the Commission is contingent upon, among other things, satisfactory completion of this examination and determination by the Commission and its examining physician(s) that the applicant is capable of performing the responsibilities of the position to be offered.

As a condition of continued employment, employees may also be required to undergo periodic medical examinations, at times specified by the Commission, which may also include alcohol and drug screening. In connection with these examinations, employees are required to provide the Commission with access to their medical records, if requested. It should be understood the Commission receives a full medical report from its examining physician(s) regarding the applicant's or employee's state of health. Commission required medical examinations are paid for in full by the Commission.

E. EVALUATION PERIOD.

All employees of the Commission, whether full or part-time, will have an initial evaluation period of 6 months actually worked. All promotional appointments will be tentative and subject to a promotional evaluation period of 3 months actually worked. The evaluation periods may be extended if an employee is absent from duty for any reason.

The initial evaluation period will be utilized by the Commission as an opportunity to observe the employee's performance, to aid the employee in adjustments to the work assigned, and to determine whether it appears the employee's work performance will meet required work standards.

The promotional evaluation period will be utilized by the Commission as an opportunity to observe the promoted employee's performance, to aid the promoted employee in the new work assigned, and to determine whether it appears the employee's work performance will meet required work standards.

The evaluation periods do not imply any right to continued employment upon completion; at any time during the initial or promotional evaluation periods, or at any other time during employment, the Executive Director may demote or dismiss an employee with or without reason or cause.

VI. LIMITS ON EMPLOYEE ACTIVITIES

A. EMPLOYMENT OF RELATIVES.

The employment of more than one member of the same family will be avoided insofar as possible. For the purposes of this rule,

family members include: husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and significant other.

1. No individual will be employed by the Commission while they or a member of their immediate family serve on the Board.
2. No employee may hold a position over which a member of their immediate family exercises supervisory authority.

B. GIFTS AND GRATUITIES.

Employees may not accept, or allow any member of their immediate family to accept, any gifts, money or other gratuities from:

1. persons receiving benefits or services under any Commission program;
2. persons or agencies performing services for the Commission under contract; or
3. persons who are otherwise in a position to benefit from the actions of any employee or Board member.

C. OUTSIDE EMPLOYMENT.

Employees may accept outside employment, or may engage in professional or proprietary activities for profit, during times other than their normal duty hours, provided there is no interference with their responsibilities to the Commission, and provided such activities are conducted with no involvement of Commission owned equipment or materials, or Commission personnel. In the event such activity results in conflict of interest, or in neglect or interference with their responsibilities to the Commission, or could involve bringing discredit to the Commission, the Commission may require that such activity be partially or totally curtailed.

D. SOLICITATION.

No peddling, solicitation or sales for charitable or religious purposes, or for any other reason, is allowed among or by Commission employees during working hours, or on Commission property, unless specifically approved in writing by the Executive Director.

E. POLITICAL ACTIVITIES.

Political Activities shall be restricted to the rules and regulations governing employees of government funded programs. (Refer to Hatch Act-Section 1502(a) of Title 5.)

F. USE OF COMMISSION PROPERTY.

Any employee found responsible for damage to or loss of Commission property through negligence or abuse may be required to reimburse the Commission for such damage or loss. No Commission equipment, facilities, materials or supplies may be used by any employee for personal use or activities without written authorization from the Executive Director.

G. DRESS CODE.

All employees must provide their own clothing. In all circumstances, clothing must be clean and neat. Under no circumstances will an employee be allowed to work barefooted, or without a shirt or other comparable top covering and full trousers, slacks or skirts. Safety glasses must be worn at all times while an employee is performing work where there is danger of dust or flying objects. Ear noise protection must be worn when operating noisy equipment such as mowers, snow-blowers, etc. Safety glasses/covering, ear protection and protective footwear will be provided by the Commission to the extent required by law. Any protective equipment purchased by the Commission for employees must be left at the work place when not being used for Commission business.

H. GUIDELINES FOR APPROPRIATE CONDUCT.

As an integral member of the Commission team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, the Commission or the public at large.

Whether you are on duty or off, your conduct reflects on the Commission. You are, consequently, encouraged to observe the highest standards of professionalism at all times, and to assure that your work performance and habits, overall attitude, conduct and demeanor are a credit to the Commission.

Types of behavior and conduct that the Commission considers inappropriate include, but are not limited to, the following:

1. Falsifying employment records, time records, or other Commission records;
2. Violating the Commission's nondiscrimination and/or sexual harassment policy;
3. Soliciting or accepting gratuities from residents or others;
4. Unexcused absenteeism or tardiness;
5. Excessive, unnecessary or unauthorized use of Commission supplies or equipment;

6. Damaging or losing Commission property through negligence or abuse;
7. Reporting to work intoxicated or under the influence of non-prescribed drugs or other controlled substances; illegal manufacture, possession, use, sale, distribution or transportation of drugs or other non-prescribed controlled substances;
8. Possessing or using alcoholic beverages, drugs or other non-prescribed controlled substances on Commission property or while engaged in Commission business;
9. Fighting or using obscene, abusive, or threatening language or gestures;
10. Jeopardizing the safety of Commission residents, employees or others;
11. Theft or intentional destruction of property from co-workers, residents or the Commission;
12. Unauthorized possession of firearms on Commission premises or while on Commission business;
13. Disregarding safety or security regulations;
14. Failure to comply with Commission policies, procedures, rules or regulations;
15. Insubordination or other failure or refusal to perform assigned duties;
16. Failure to maintain confidentiality of Commission, resident or applicant information;
17. Inability to perform assigned duties because of loss of valid driver's license, etc.

The above listing of expectations is intended to provide you general guidance and is not all inclusive; it does not in any way modify the right of the Commission to terminate your employment at any time, with or without reason or cause.

## VII. ORGANIZATION

### A. POSITION DESCRIPTIONS.

Position descriptions of all Commission employees are approved by the Commission and on file at the Commission office. Employees will be given a copy of their assigned position description and have the authority to perform their assigned duties within the position description and the scope of this policy.

### B. PERSONNEL RECORDS.

Personnel records will be maintained identifying each employee and including pertinent personnel data such as name, address, telephone number, position description, current salary/wage, and information relative to completion of training programs, professional designations, awards, employee evaluations, notices of disciplinary actions and other data which may affect or be used relative to the employee's qualifications for employment,

promotion, transfer, additional compensation or disciplinary action. The personnel records will not normally include medical information and will not include information excluded by the Bullard-Plawecki Employee Right To Know Act.

To ensure that your personnel file is up to date at all times, and that you are receiving the appropriate fringe benefits, notify the Executive Director of any changes in your name, telephone number, home address, marital or family status, dependents, beneficiary designations, individuals to be notified in case of an emergency, scholastic achievements, and other information that may affect your employment or benefit status.

C. EMPLOYEE RECORD REVIEW.

Employee records are for official use only and are not generally available for public use. Employees may review their personnel records, as provided by the Bullard-Plawecki Employee Right To Know Act, by submitting a written request to the Executive Director describing the personnel record they wish to review. Original employee records may NOT be removed from the Commission office, but copies may be made as permitted by the Act.

D. DRUG FREE WORKPLACE.

It is the policy of the Commission to maintain a drug-free workplace and to support federal and state laws which prohibit the manufacture, distribution, dispensing, possession or use of controlled substances in the workplace by employees of the Commission or participants under various work programs.

All employees are required to sign a statement, which will be placed in their personnel records, acknowledging that they have received a copy of the Drug-Free Workplace Regulations.

E. SMOKE FREE WORKPLACE.

While it is not the intent of the Commission to take issue with the smoking preferences of individuals, smoking in the workplace is a matter of continuing concern to employees and visitors.

Smoking by employees is prohibited in any facility or vehicle owned, operated or the under control of the Commission.

The success of this policy will depend upon the cooperation of all employees who share in the responsibility of adhering to and enforcing the policy. In all cases, the right of the nonsmoker to protect their health and comfort takes precedence over an employee's desire to smoke.

## VIII. COMPENSATION

### A. PLAN.

The Commission will operate under a uniform and equitable compensation plan. Rates of pay will be directly related to the plan and will be determined with regard to the duties and responsibilities of each position and the individual employee's ability to perform required tasks.

### B. EXECUTIVE DIRECTOR.

Compensation for the Executive Director will be fixed by the Board and based on factors such as education, experience, ability, performance, relative effectiveness in the interpretation of and the administration of regulations governing Public Housing Programs and Commission finances. Annual evaluations of the Executive Director's performance will normally be prepared by the Board and may also be used as part of the basis for determining any salary adjustment.

### C. ADMINISTRATIVE STAFF, MAINTENANCE PERSONNEL AND OTHER COMMISSION EMPLOYEES.

Prevailing wage rates and benefits in the locality will normally be considered as part of the basis for determining appropriate compensation for technical and maintenance personnel, pursuant to HUD assistance contracts.

For other employees appropriate compensation will be based in part on pertinent local public practice, including wages and benefits for comparable positions in the municipal government and other local public bodies such as public schools, hospitals or other institutions supported by public funds.

Appropriate compensation includes consideration of both wages and benefits such as group health, dental, vision, life and other insurance, employer paid retirement, vacations, holidays, paid breaks, paid leaves, etc.

### D. PAY PERIODS.

The Commission payroll is processed by the accounting department of the City of Ishpeming. Pay periods and pay dates accordingly coincide with dates established by the accounting department. Employees must provide the Commission with necessary payroll information, such as W-4's, etc.

### E. TIME AND ATTENDANCE RECORDS.

The Executive Director will monitor and review time and attendance records of all non-exempt employees.

F. WORKING HOURS.

The current normal hours of work for Commission personnel are 8:00 A.M. to 5:00 P.M., Monday through Friday.

G. LUNCH AND REST PERIODS.

Regular full-time employees are currently given a one hour unpaid lunch period and two fifteen minute paid rest periods, one in the A.M. and one in the P.M., each day.

H. ADMINISTRATIVE OVERTIME.

Overtime work should be avoided as far as possible but may be required by the Executive Director, or designee, in the interest of efficient operations. Non-exempt administrative employee(s) may either be paid overtime at the rate of time and one-half for hours worked in excess of forty (40) in one week, or granted comp time off at the rate of one and one-half times the actual overtime hours worked, at the discretion of the Executive Director, in accordance with applicable law.

I. MAINTENANCE OVERTIME.

Overtime work should be avoided as far as possible but may be required in emergencies, or otherwise in the interest of efficient operations. Maintenance employees may either be paid overtime at the rate of time and one-half for hours worked in excess of forty (40) in one week, or granted time off at the rate of one and one-half times the actual overtime hours worked, provided the comp time is taken within the pay period it is earned. With the exception of emergencies affecting the health, safety or welfare of Commission tenants and/or property, all maintenance overtime must be approved in advance by the Executive Director or designee. An employee who chooses to take comp time must schedule the time off with the Executive Director.

J. EARLY REPORTING; SNOW SEASON - FLEXIBLE HOURS.

If maintenance employees are required to report for snow removal or otherwise before the normal starting time, currently 8:00 A.M., the employee may be released from duty early on that work day. Release will normally be equal to the number of hours worked by the employee prior to the normal starting time that day. If the employee has worked on the weekend, they may be released from duty, after 40 hours of work that week, to avoid payment of overtime. Release may be waived by the Executive Director, however, with the employee either paid at the overtime rate, or given compensatory time off at the overtime rate, in the discretion of the Executive Director, in accordance with applicable law.

K. ABSENTEEISM AND TARDINESS.

The Commission expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the Commission has currently established paid sick leave to compensate employees during certain time lost for legitimate medical reasons.

Should you be unable to work because of illness, you must notify the Executive Director by 8:30 A.M. 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 Commission may result in an unexcused absence.

A physician's statement certifying to the medical reason for your absence, and period during which you will be required to be absent, may be required by the Executive Director, or designee, at any time. If you are absent for more than three (3) consecutive workdays a physician's statement will normally be required before you are permitted to return to work. The Commission may also require you to submit to an examination by a Commission designated physician, at any time, at Commission expense.

L. TRAVEL RULES.

The following travel policy applies to the conduct of Commission operations:

1. Commissioners, employees or other authorized representatives of the Commission may perform official travel upon prior authorization by the Board. Travel with implied budget authorization may be authorized by the Executive Director without additional Board approval.

Attendance at conferences, conventions, meetings or training sessions will normally be limited to the number of persons necessary to cover the meeting adequately and to persons whose duties are related to the agenda.

2. Reasonable transportation costs for persons so authorized to travel will be paid by the Commission. Automobile, or airline if advantageous and approved, will be the standard means of transportation.
3. Reimbursement for use of a privately owned automobile for authorized out of town travel will normally be made at the then current Internal Revenue Service approved rate per mile. When travel is in an automobile owned by the Commission, necessary expenses, such as fuel and oil, will be paid. Whenever automobile travel is involved signed records of expenditures and mileage, or of mileage only in the case of privately owned automobiles, must be submitted and approved before payment. If two or more persons

travel in the same automobile only one will be reimbursed for mileage (if travel is by private automobile) or for expenditures (if travel is in Commission automobile).

4. Expenses incident to official business such as taxi, telephone, registration and other such expenses are normally reimbursable. Costs for presents to Commission employees in any form, and expenses incurred for entertainment, meals and incidental food or beverages are not normally reimbursable except for subsistence expenses as provided below.
5. Reimbursement is normally limited to the amount of actual subsistence expense incurred. The reimbursement voucher must itemize the amounts spent for lodging all other items that are properly within the scope of subsistence expenses. Meals will be provided on a per diem basis as follows:

Local and State	\$45.00/day
Out of State and (Metro areas)	\$60.00/day
6. Advances for travel may be authorized by the Executive Director. Such advances may not exceed the amount reasonably expected to be reimbursable, and will be deducted from the reimbursement. Any excess advance must be promptly repaid to the Commission.

#### IX. EMPLOYEE BENEFITS

The following benefits are currently awarded to all full-time employees of the Commission. Revised benefits may be provided subject to approval of the Commission, and the Department of Housing and Urban Development when necessary. Part-time employees that are regularly scheduled to work at least twenty (20) hours per week are currently awarded pro-rated benefits, as indicated, based on hours worked.

##### A. HOLIDAYS.

Paid holidays for eligible regular full-time and regular part-time employees who have completed their initial evaluation period currently include:

New Years Eve Day	Thanksgiving Day
New Years Day	Friday after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
July 4th-Independence Day	Employee's Birthday
Labor Day	

If a paid holiday would fall on a Saturday, the previous Friday will be observed as the holiday. If a paid holiday would fall on a Sunday, the following Monday will be observed as the

holiday. When the holidays run back to back (example: Christmas Eve and Christmas Day) and such holidays would otherwise both fall on a week-end, Friday and Monday will be observed as the holidays.

To be eligible for pay for un-worked holidays, you must work your regularly scheduled hours the workday preceding and the workday following the holiday, unless you are on approved vacation or other paid leave. Holiday pay is based on your normal scheduled hours for the holiday.

B. ANNUAL LEAVE.

Recognizing the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, the Commission grants paid vacations to its regular full-time and regular part-time employees. For vacation purposes, the vacation year is based on the anniversary date of your most current date of hire with the Commission. Vacation is based on years of continuous service completed (pro-rated for part-time employees) as follows:

<u>Years of Continuous Service</u>	<u>Vacation Earned</u>
One (1) through four (4) years	ten (10) days
Five (5) through nine (9) years	fifteen (15) days
Ten (10) through twenty(20) years	twenty (20) days
Twenty one (21) or more	twenty-five (25) days

Vacation is subject to prior approval of the Executive Director. When reasonably possible, vacation time will be granted at times requested by you but, except for emergencies, requests should be made at least five (5) working days in advance. During your first year of employment the Executive Director may authorize use of up to five (5) days of the vacation to which you would be entitled the following year (prorated for part-time), so long as you have completed your initial evaluation period.

When a paid holiday is observed during your scheduled vacation, your vacation will normally be extended by one (1) day continuous with the vacation.

If you become ill during your vacation and are under the care of a duly licensed physician, certified by your physician, you may apply for paid sick leave. To the extent you receive paid sick leave such vacation days will be rescheduled.

Vacation may not be waived to receive extra pay for work during that period.

A maximum of ten (10) vacation days may be carried over from one year to the next. If your scheduled vacation is cancelled by the Commission, and you are unable to reasonably request your vacation within the vacation year, you will normally be given an additional six (6) months in which to re-schedule the vacation

or, at the option of the Executive Director, receive pay in lieu of such vacation.

Employees who retire or quit are entitled to pro-rated payment for accrued unused vacation provided they have completed their initial evaluation period. In the event of an employee's death, vacation pay to which they may be entitled will be paid to the employee's designated beneficiary.

C. PERSONAL DAYS.

For entitlement to personal days, the term "year" refers to our fiscal year which is currently the same as the calendar year. Regular full-time employees are entitled to one (1) personal leave day after having worked for the Commission for one full year, and to one (1) day each year thereafter. If you are hired after January 1, but have completed your initial evaluation period, you may take a prorated personal day the following year, such pro-ration to be based on hours worked by you in your year of hire. Regular full-time employees are entitled to two (2) personal leave days per year after having worked for three (3) full years. Personal leave days must be used within the year earned unless written permission is obtained from the Executive Director to extend such leave into the following year.

D. PAID SICK LEAVE.

Paid sick leave will accrue for regular full-time and regular part-time employees at the rate of eight (8) hours for every one hundred sixty (160) straight time hours worked, and may be used following successful completion of the initial evaluation period. Paid sick leave may be accumulated up to eight hundred (800) hours. In case of illness or injury, you should promptly notify the Executive Director as provided in Article VIII, Section 11, ABSENTEEISM AND TARDINESS, and may be required to supply medical certification. Sick leave pay is based on your normal schedule for the day, and normal rate of pay, not to exceed the accumulation at the time your leave commences; no additional paid sick leave is accrued while you are on sick leave.

If you are required to be absent from work due to serious illness in your immediate family you may similarly use accumulated paid sick leave. Immediate family includes your spouse, child or parent, or corresponding "in-law" or "step" relation, or a member of your household regularly living with you. Medical certification confirming the need for your presence may be required.

Should you retire, die or quit, with at least ten (10) years of continuous service, fifty (50%) percent of your unused accumulated paid sick leave will be paid to you (up to 400 hours). In the event of death such payments will be made to your designated beneficiary.

Sick leave for childbirth will be granted for periods of actual disability. Non-disability leave for childbirth should be requested in the same manner as for other unpaid leaves of absence.

Paid sick leave may be used for up to the first week of an injury covered by Workers' Compensation. Should you receive Workers' Compensation benefits for such week, paid sick leave will be re-credited to your account upon payment to the Commission of Workers' Compensation benefits received by you for the week.

Should you exhaust your accumulated sick leave you may use accrued vacation.

E. FUNERAL LEAVE.

Regular full-time and regular part-time employees who have successfully completed their initial evaluation period will be allowed up to three (3) working days, not deducted from accumulated paid sick leave, to attend the funeral and attend to pre-funeral or post-funeral arrangements, including probate court hearings, due to death of a member of their immediate family. If the funeral is located more than 250 miles from Ishpeming, and additional travel time is necessary, the employee may be allowed up to five (5) working days.

Immediate family includes your grandparent, parent, foster parent, spouse, brother, brother-in-law, sister, sister-in-law, children, grandchildren, significant other and relatives of yours or your spouse living in your home on a regular basis.

An employee selected as a pallbearer for a deceased employee will be allowed up to one-half day funeral leave with pay.

F. UNPAID LEAVE OF ABSENCE.

Unpaid leave of absence, including leave for medical purposes, of up to 90 days may be requested by regular full-time and regular part-time employees who have successfully completed their initial evaluation period. Request for leave should be in writing at least two (2) weeks prior to the time you wish such leave to commence. If the leave request is necessitated by an emergency, you or a member of your immediate family must contact the Executive Director as soon as practicable; such verbal request should be followed up with a written explanation of the nature of the leave, and the expected length of your absence, as soon as possible.

Request for unpaid leave in excess of 90 days must be presented, in writing, to the Board.

Leaves of absence may be granted for justifiable reasons, such as child care, maternity leave, or to care for ill family members, at the Commission's discretion, provided the leave does

not seriously disrupt Commission operations. Leaves will not normally be granted until all accrued vacation and personal days have been exhausted.

G. COURT LEAVE.

When a summons or subpoena is legally served upon an employee, a copy should be presented to the Executive Director to obtain leave for such witness or jury duty.

Regular full-time employees who have successfully completed their initial evaluation period may request paid leave of up to five (5) days during such witness or jury duty. Payments received by the employee during such paid leave must be credited to the Commission prior to the employee being paid for such leave. Payments for travel expenses may be retained by the employee.

H. MEDICAL, DENTAL AND VISION INSURANCE COVERAGE.

The Commission currently makes available medical, dental and vision insurance coverage for regular full-time employees who have successfully completed their initial evaluation period, for the employee and their family. Prorated premiums are paid for regular part-time employees who have completed their initial evaluation period provided they have made acceptable arrangements with the Executive Director for advance payment of their share of the insurance premiums. All employees must make proper application, as required by the Commission, to be eligible for this benefit.

The Commission will pay the premium for regular full-time employees during absence as the result of any injury or illness for up to three months (extended in individual cases at the discretion of the Board).

For regular full-time employees who, at the time of retirement: (1) are covered by the Commission's medical insurance, (2) have completed at least ten (10) years of continuous service, and (3) are eligible for Medicare coverage, the Commission currently pays the medical insurance premium for Medicare supplemental coverage, for up to twelve (12) months.

I. LIFE INSURANCE COVERAGE.

The Commission currently pays the full premium for term life insurance for each regular full-time employee who has completed the initial evaluation period, face value \$25,000 (prorated for eligible part-time employees).

J. WORKER'S COMPENSATION.

Eligible employees are covered by applicable Worker's Compensation Laws. If you are injured or become ill on the job you should immediately report such injury or illness to the

Executive Director, or designee. Failure to follow this procedure may jeopardize your right to benefits in connection with the injury or illness.

K. RETIREMENT.

The Commission currently pays into American Express Simplified Employee Pension (SEP) Plan at the rate of 9% of your annual salary/wage. Your plan is owned by you. In accordance with current SEP rules, if you sever your employment with us, you can freeze the amount paid into the plan or continue to contribute yourself.

L. LONGEVITY PAYMENT.

Longevity is currently paid to regular full-time employees according to the following schedule, based on full years of continuous service with us:

<u>Years of Service</u>	<u>Payment</u>
5 - 9	1.5%
10-15	2.0%
16-20	2.25%
21-25	2.5%
26 or more years	3.0%

Longevity is normally paid with the last paycheck in November, based on years of service you will have completed on December 1. Payment is equal to the stated percentage of your W-2 gross wages for the prior calendar year. In case of retirement or death during the year longevity will be paid on a pro-rated basis to you or your designated beneficiary.

M. SEVERANCE PAYMENT.

Regular full-time employees who retire, die or quit with at least ten (10) years of continuous service currently receive the following severance payment:

<u>Years of Service</u>	<u>Payment</u>
10 - 14	2 weeks wages
15 - 19	4 weeks wages
20 - 24	6 weeks wages
25 or more	8 weeks wages

Payment is based on full years of continuous service at the time of termination of service and W-2 gross wages for the prior calendar year. In case of death severance will be paid to your designated beneficiary.

X. EMPLOYEE ASSISTANCE PROGRAM POLICY.

The Commission believes it is in the best interests of the

Commission, its employees and their families, to provide an assistance program which deals with persistent problems that have an affect on job performance.

If an employee's job performance is unsatisfactory, it may be called to their attention through a conference and/or formal employee evaluation. Whether or not it has been called to their attention, however, employees who have personal or family problems which may adversely affect job performance are encouraged to voluntarily utilize the Employee Assistance Program by contacting the Executive Director.

#### XI. PERFORMANCE REVIEWS/EMPLOYEE TRAINING.

Employees are normally evaluated annually, or as deemed necessary by the Executive Director. Written performance reviews are generally based on your overall performance in relation to your job description and responsibilities as well as your overall conduct, demeanor, and record of attendance.

Your evaluation may be reviewed with you and should be signed by you and the Executive Director before entry in your personnel record. You may attach your own comments to your evaluation.

In-service and other training may be provided by your supervisor, or others, to aid you in improving efficiency in your work.

#### XII. TERMINATION OF EMPLOYMENT AND DISCIPLINARY ACTIONS.

A. RESIGNATION. An employee who desires to terminate employment should prepare a letter of resignation stating the effective date and reason for leaving. The letter should be received by the Executive Director at least two (2) weeks before the effective date. Verbal resignations are not effective until confirmed in writing by the Executive Director.

B. RETIREMENT. Employees who plan to retire should provide the Commission with at least two months notice to allow for processing of forms to ensure timely commencement of any retirement benefits.

C. AT-WILL EMPLOYMENT/DISCIPLINE.

1. All employment relationships with the Commission are on an at-will basis; no employee is guaranteed employment for any specific duration. While the Commission hopes our relationships with employees will be long term and mutually rewarding, the Commission reserves the right to terminate the employment relationship at any time, with or without reason or cause.

2. If employment is terminated by the Commission, written notice will be provided, including the effective date of termination. Terminated employees may have the termination reviewed by the Board, through the Grievance

Procedure, but no cause for termination of employment need be provided or proven.

3. An employee may be suspended from duty, with or without pay, for disciplinary or other reasons. While an employee could be suspended, or otherwise disciplined, in an effort to improve their job performance, no discipline is necessary prior to termination of employment. No suspension or other discipline will be deemed to alter in any way the at-will employment relationship.

#### XIII. GRIEVANCE PROCEDURES.

Good relationships between employees and the Commission are of prime importance to effective operation of our housing programs. Maximum enthusiasm among and between employees and the Commission must be generated, encouraged and maintained. Grievances should be resolved informally by the parties involved whenever possible.

It is recognized, however, that in any organization there are times when a more formal procedure for resolving grievances is necessary. For this reason, the following procedure is established to quickly and effectively resolve employee/employer conflicts. Employees will have no adverse actions or sanctions taken against them as a result of participating in the grievance procedure. All employees and all grievances are covered by this procedure.

#### VERBAL:

Within five (5) working days following the date of the cause of the grievance an employee may verbally appeal to the Executive Director requesting an adjustment of the grievance. The grievance shall be fully and thoroughly discussed by the parties, who agree to make every reasonable effort to settle the grievance.

#### WRITTEN - EXECUTIVE DIRECTOR:

If, after discussion with the Executive Director, the employee feels proper adjustment has not been made, they may, within three (3) working days following timely verbal discussion with the Executive Director, appeal in writing to the Executive Director. Within three (3) working days following written presentation of the grievance the employee shall meet with the Executive Director to attempt to resolve the written grievance. At the conclusion of the meeting the Executive Director will record the date of the meeting, those present, and the disposition of the grievance; the Executive Director will normally respond to the employee, in writing, within three (3) working days following the meeting.

#### WRITTEN - COMMISSION:

- A. If the disposition of the Executive Director is not considered satisfactory, the employee may appeal the written grievance to

the Commission within ten (10) working days following the Executive Director's written response. Within thirty (30) working days following receipt of the appeal the matter will normally be considered by the Board, or their designee, with parties involved having the right to produce and examine witnesses. At the conclusion of the hearing the date of the hearing will be recorded, together with a list of those present, and a summary of the facts presented by both parties.

- B. The Commission, or designee, will consider the appeal and will normally reach a decision within ten (10) working days following the hearing. Upon reaching a decision the Commission will normally instruct the Executive Director to inform the employee, in writing, of the Commission's decision. The decision of the Commission shall be final.

#### XIV. CONFIDENTIALITY OF INFORMATION.

It is the policy of the Commission to ensure that the operations, activities, and business affairs of the Commission and our residents, applicants and program participants are kept confidential to the greatest possible extent. If, during the course of your employment, you acquire confidential information about the Commission and its residents, applicants or program participants, such information is to be handled in strict confidence and not to be discussed with unauthorized individuals or groups. You are also responsible for the internal security of such information; only persons with the need to know should discuss confidential information.

##### Summary

These personnel policies and procedures were written with the intent to conform with state and federal laws and with regulations of the Department of Housing and Urban Development for management of federally funded housing programs. If any provision of these policies and procedures is inconsistent with laws or regulations applicable to the Commission it will be deemed amended to the extent necessary to comply with such laws and regulations.

The Commission may review and amend these policies and procedures at any time and any amendments are binding upon all employees upon adoption, with or without individual notice to the employee.

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Executive Director  
Ishpeming Housing Commission

Updated: September 9, 2003  
June 12, 2008