

Lake Metropolitan Housing Authority - Major Programs

Fiscal Year 2023 Summary Operating Report, and Fiscal Year 2022 Comparison

For the Month and Fiscal Year-to-Date ended July 31, 2022

(Preliminary - For Internal Use Only)

	Fiscal Year 2023			Fiscal Year 2022	
	This Month	Year-to-Date	YTD Budget	Year-to-Date	Variance
Multi-Family					
Operating Income	\$ 125,393	\$ 125,393	\$ 126,344	\$ (951)	\$ 128,371
Administrative Expenses	\$ 41,224	\$ 41,224	\$ 46,555	\$ (5,331)	\$ 13,466
Utility Expenses	27,205	27,205	22,500	4,705	15,335
Operations Expense	54,852	54,852	37,395	17,457	36,870
General Expense	5,491	5,491	5,948	(457)	4,052
Surplus / (Deficit)	\$ (3,379)	\$ (3,379)	\$ 13,946	\$ (17,325)	\$ 44,356
					\$ (47,735)

Section 8					
Operating Income	\$ 91,155	\$ 91,155	\$ 88,125	\$ 3,030	\$ 79,289
Administrative Expenses	\$ 68,972	\$ 68,972	\$ 84,543	(15,571)	\$ 53,631
Utility Expenses	473	473	400	73	337
Maintenance Expense	1,468	1,468	542	926	403
General Expense	872	872	1,512	(640)	929
Surplus / (Deficit)	\$ 19,370	\$ 19,370	\$ 1,128	\$ 18,242	\$ 23,989
					\$ (4,619)

CONSOLIDATED					
Operating Income	\$ 216,548	\$ 216,548	\$ 214,469	\$ 2,079	\$ 207,660
Administrative Expenses	\$ 110,196	\$ 110,196	\$ 131,098	(20,902)	\$ 81,389
Utility Expenses	27,678	27,678	22,900	4,778	15,672
Operations Expense	56,320	56,320	37,937	18,383	37,273
General Expense	6,363	6,363	7,460	(1,097)	4,981
Surplus / (Deficit)	\$ 15,991	\$ 15,991	\$ 15,074	\$ 917	\$ 68,345
					\$ (52,354)

Lake Metropolitan Housing Authority
Balance Sheet
July 2022

Program: RAD - PBRA Project: Consolidated

	Period Amount	Balance
ASSETS		
1001.000 Petty Cash	(24.35)	496.38
1111.800 Cash - RAD PBRA	(111,868.21)	507,478.22
1113.000 Cash - Replacement Reserve	13,021.12	1,348,424.36
1114.000 Cash - Tenant Sec. Deposits	0.00	57,560.65
1122.000 Accts Rec Tenants (S)	406.21	55,329.30
1122.009 Tenant Repayment Agreements (S)	2,657.00	8,827.00
1129.000 A/R - Other	16,389.33	16,680.86
1129.300 A/R - Employee	0.00	969.37
1140.001 A/R Parkview Place	(6,291.87)	(11,519.61)
1140.002 A/R Public Housing	13,610.78	29,356.30
1140.003 A/R REACH	0.00	105.00
1140.005 A/R S-8 Voucher	68,917.70	178,567.80
1140.006 A/R State/Local	939.43	1,810.97
1211.000 Prepaid Insurance	(4,620.97)	18,483.92
1250.000 Prepaid Expense	(755.79)	3,778.95
1400.600 Land	0.00	692,731.00
1400.601 Land - Development (Lots)	0.00	29,490.74
1400.700 Buildings	0.00	3,910,612.00
1400.710 Bldg. & Land Improvements	1,525.76	5,708,991.70
1400.750 Bldg, Land & Improvements - Admin	0.00	4,718.44
1400.800 Furn, Equip, Mach - Dwellings	0.00	41,171.00
1400.900 Furn, Equip, Mach - Admin	0.00	345,658.55
1400.901 Equipment - Vehicles	0.00	121,590.43
1400.950 Accumulated Depreciation	0.00	(9,431,318.61)
1400.960 Accumulated Amortization - Leases	0.00	(3,809.25)
1400.990 Construction-In-Progress	0.00	11,921.55
1490.000 Leased Asset	0.00	18,084.13
1500.100 Net OPEB Asset	0.00	73,869.00
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	45,675.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	45,675.00
TOTAL ASSETS	(6,093.86)	3,785,735.15
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.000 Vendors & Contr. (S)	62,741.01	66,775.32
2111.009 A/P - Public Housing (S)	455.00	677.00
2114.000 Tenants Sec. Dep. (S)	(163.00)	53,901.00
2114.300 Pet Deposit (S)	0.00	5,250.00
2114.314 Interest - Tenant Security Deposits	0.00	14.18
2115.000 Accrued Payroll	(42,506.65)	0.00
2117.200 OPERS Payable	(20,682.47)	(0.49)
2117.800 Deferred Comp W/H	(1,550.00)	0.00
2117.902 Misc. Payroll - AFLAC	(457.38)	(28.92)
2117.950 A/P - Ohio BWC	(552.00)	(27.00)
2117.999 A/P Payroll Other - Employee	0.00	(136.51)
2135.100 Acc. Comp Absences	0.00	3,643.13
2135.200 Comp. Absences - Non Current	0.00	14,649.64
2400.000 Lease Liability (Current)	0.00	4,210.00

**Lake Metropolitan Housing Authority
Balance Sheet
July 2022**

Program: RAD - PBRA Project: Consolidated

LIABILITIES AND SURPLUS

LIABILITIES		
2400.100 Lease Liability (Non-Current)	0.00	10,313.63
2500.000 Net Pension Liability	0.00	191,166.00
DEFERRED INFLOWS OF RESOURCES		
2900.000 Deferred Inflows of Resources (Pens)	0.00	262,460.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	90,371.00
TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	352,831.00
TOTAL LIABILITIES	(2,715.49)	703,237.98
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	1,372,064.91
2805.000 Temporarily Restricted Net Position	0.00	1,335,393.59
2806.000 Unrestricted Net Position	0.00	393,066.65
2806.000 Unrestricted Net Position (Current Year)	(3,378.37)	(3,378.37)
2806.000 Unrestricted Net Position (Unclosed 2022)	0.00	(14,649.61)
TOTAL SURPLUS	(3,378.37)	3,082,497.17
TOTAL LIABILITIES AND SURPLUS	(6,093.86)	3,785,735.15
PROOF	0.00	0.00

Lake Metropolitan Housing Authority

Operating Statement

One Month Ending 07/31/2022

Program: RAD - PBRA Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
OPERATING INCOME								
3110.000 Dwelling Rental	54,434.00	50,833.33	3,600.67	54,434.00	50,833.33	3,600.67	610,000.00	(555,566.00)
3121.000 Tenant Assistance Payments - M/F	70,728.00	73,333.33	(2,605.33)	70,728.00	73,333.33	(2,605.33)	880,000.00	(809,272.00)
3300.113 Interest - Rep. Res.	0.00	10.33	(10.33)	0.00	10.33	(10.33)	124.00	(124.00)
3690.000 Other Income - Tenant	231.00	2,166.67	(1,935.67)	231.00	2,166.67	(1,935.67)	26,000.00	(25,769.00)
TOTAL OPERATING INCOME	125,393.00	126,343.66	(950.66)	125,393.00	126,343.66	(950.66)	1,516,124.00	(1,390,731.00)
TOTAL INCOME	125,393.00	126,343.66	(950.66)	125,393.00	126,343.66	(950.66)	1,516,124.00	(1,390,731.00)
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	11,104.19	28,081.50	16,977.31	11,104.19	28,081.50	16,977.31	336,978.00	325,873.81
4120.000 Auditing Fees	0.00	266.67	266.67	0.00	266.67	266.67	3,200.00	3,200.00
4140.100 Advertising - Other	268.75	25.00	(243.75)	268.75	25.00	(243.75)	300.00	31.25
4150.000 Benefits Expense	13,644.85	10,732.17	(2,912.68)	13,644.85	10,732.17	(2,912.68)	128,786.00	115,141.15
4170.000 Legal Expenses	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	15,000.00	15,000.00
4185.000 Staff Training	1,164.50	0.00	(1,164.50)	1,164.50	0.00	(1,164.50)	0.00	(1,164.50)
4190.000 Office Sundry Expense	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
4190.020 Bank Charges	202.41	166.67	(35.74)	202.41	166.67	(35.74)	2,000.00	1,797.59
4190.050 Payroll Processing Charges & Forms	170.20	183.33	13.13	170.20	183.33	13.13	2,200.00	2,029.80
4190.100 Office Supplies	226.88	333.33	106.45	226.88	333.33	106.45	4,000.00	3,773.12
4190.110 Temporary Help	1,025.25	0.00	(1,025.25)	1,025.25	0.00	(1,025.25)	0.00	(1,025.25)
4190.120 Cleaning Contract	496.93	112.50	(384.43)	496.93	112.50	(384.43)	1,350.00	853.07
4190.130 Contract - IT Services	1,818.37	750.00	(1,068.37)	1,818.37	750.00	(1,068.37)	9,000.00	7,181.63
4190.140 Contract - MCS	768.39	767.58	(0.81)	768.39	767.58	(0.81)	9,211.00	8,442.61
4190.145 Forms and Publications	681.40	125.00	(556.40)	681.40	125.00	(556.40)	1,500.00	818.60
4190.150 Shredding	0.00	16.67	16.67	0.00	16.67	16.67	200.00	200.00
4190.200 Telephone	359.00	250.00	(109.00)	359.00	250.00	(109.00)	3,000.00	2,641.00
4190.201 Cell Phones	241.77	116.67	(125.10)	241.77	116.67	(125.10)	1,400.00	1,158.23
4190.205 Answering Service	111.58	150.00	38.42	111.58	150.00	38.42	1,800.00	1,688.42
4190.210 Internet Expense	360.77	166.67	(194.10)	360.77	166.67	(194.10)	2,000.00	1,639.23
4190.220 Cable	1,398.98	708.33	(690.65)	1,398.98	708.33	(690.65)	8,500.00	7,101.02
4190.300 Postage & Meter	365.03	500.00	134.97	365.03	500.00	134.97	6,000.00	5,634.97
4190.400 Copier - Lease	648.48	350.00	(298.48)	648.48	350.00	(298.48)	4,200.00	3,551.52
4190.410 Copier Maintenance	0.00	29.17	29.17	0.00	29.17	29.17	350.00	350.00
4190.500 Admin Minor Equipment	4,775.20	0.00	(4,775.20)	4,775.20	0.00	(4,775.20)	0.00	(4,775.20)
4190.600 Dues & Fees	367.30	266.67	(100.63)	367.30	266.67	(100.63)	3,200.00	2,832.70
4190.900 Other Sundry Expense	163.99	0.00	(163.99)	163.99	0.00	(163.99)	0.00	(163.99)
4190.910 Tenant Background Checks	0.00	91.67	91.67	0.00	91.67	91.67	1,100.00	1,100.00
4190.950 HR Contract	0.00	10.00	10.00	0.00	10.00	10.00	120.00	120.00
4190.960 Community Outreach	0.00	30.83	30.83	0.00	30.83	30.83	370.00	370.00
4210.000 Resident Activities	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
4220.000 Resident Participation	749.82	666.67	(83.15)	749.82	666.67	(83.15)	8,000.00	7,250.18
4230.000 Contract - Other	109.65	208.33	98.68	109.65	208.33	98.68	2,500.00	2,390.35

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
TOTAL ADMIN EXPENSE	41,223.69	46,555.43	5,331.74	41,223.69	46,555.43	5,331.74	558,665.00	517,441.31
UTILITIES EXPENSE								
4310.000 Water	7,920.28	5,416.67	(2,503.61)	7,920.28	5,416.67	(2,503.61)	65,000.00	57,079.72
4320.000 Electricity	17,193.96	15,000.00	(2,193.96)	17,193.96	15,000.00	(2,193.96)	180,000.00	162,806.04
4330.000 Gas	2,090.76	2,083.33	(7.43)	2,090.76	2,083.33	(7.43)	25,000.00	22,909.24
TOTAL UTILITIES EXPENSE	27,205.00	22,500.00	(4,705.00)	27,205.00	22,500.00	(4,705.00)	270,000.00	242,795.00
OPERATIONS EXPENSE								
4410.000 Maintenance Salaries	7,480.38	15,121.17	7,640.79	7,480.38	15,121.17	7,640.79	181,454.00	173,973.62
4420.000 Maint. - Supplies (other)	8,813.49	2,500.00	(6,313.49)	8,813.49	2,500.00	(6,313.49)	30,000.00	21,185.51
4420.050 Maint. - Materials	3,875.76	833.33	(3,042.43)	3,875.76	833.33	(3,042.43)	10,000.00	6,124.24
4420.200 Maint. - Plumbing	171.47	100.00	(71.47)	171.47	100.00	(71.47)	1,200.00	1,028.53
4420.300 Maint. - Cleaning Supplies	0.00	16.67	16.67	0.00	16.67	16.67	200.00	200.00
4420.400 Maint. - Auto	83.37	125.00	41.63	83.37	125.00	41.63	1,500.00	1,416.63
4420.410 Maint. - Fuel	619.58	291.67	(327.91)	619.58	291.67	(327.91)	3,500.00	2,880.42
4420.500 Maint. - Hardware	344.99	208.33	(136.66)	344.99	208.33	(136.66)	2,500.00	2,155.01
4420.510 Maint. - Keys & Locks	31.59	125.00	93.41	31.59	125.00	93.41	1,500.00	1,468.41
4420.600 Maint. - Paint	1,390.31	583.33	(806.98)	1,390.31	583.33	(806.98)	7,000.00	5,609.69
4420.700 Appliances & Dwelling Equip.	7,227.10	1,250.00	(5,977.10)	7,227.10	1,250.00	(5,977.10)	15,000.00	7,772.90
4420.900 Non-Dwelling Equipment	717.69	0.00	(717.69)	717.69	0.00	(717.69)	0.00	(717.69)
4430.010 Cont - Rubbish Removal	1,176.00	1,166.67	(9.33)	1,176.00	1,166.67	(9.33)	14,000.00	12,824.00
4430.020 Cont - HVAC	2,338.50	458.33	(1,880.17)	2,338.50	458.33	(1,880.17)	5,500.00	3,161.50
4430.040 Cont - Elevators	1,744.96	1,250.00	(494.96)	1,744.96	1,250.00	(494.96)	15,000.00	13,255.04
4430.050 Cont - Landscaping	432.75	1,000.00	567.25	432.75	1,000.00	567.25	12,000.00	11,567.25
4430.060 Cont - Unit Turn Expense	5,085.00	3,000.00	(2,085.00)	5,085.00	3,000.00	(2,085.00)	36,000.00	30,915.00
4430.070 Cont - Electrical	0.00	458.33	458.33	0.00	458.33	458.33	5,500.00	5,500.00
4430.080 Cont - Plumbing	0.00	333.33	333.33	0.00	333.33	333.33	4,000.00	4,000.00
4430.090 Cont - Exterminator	330.00	458.33	128.33	330.00	458.33	128.33	5,500.00	5,170.00
4430.115 Cont - Repairs	750.00	625.00	(125.00)	750.00	625.00	(125.00)	7,500.00	6,750.00
4430.116 Cont - Uniforms	159.50	125.00	(34.50)	159.50	125.00	(34.50)	1,500.00	1,340.50
4430.120 Cont - Miscellaneous	2,887.62	1,666.67	(1,220.95)	2,887.62	1,666.67	(1,220.95)	20,000.00	17,112.38
4450.000 Benefits - Maint.	9,191.91	5,699.00	(3,492.91)	9,191.91	5,699.00	(3,492.91)	68,388.00	59,195.09
TOTAL OPERATIONS EXPENSE	54,851.97	37,395.16	(17,456.81)	54,851.97	37,395.16	(17,456.81)	448,742.00	393,890.03
GENERAL EXPENSE								
4480.000 Security	869.74	733.33	(136.41)	869.74	733.33	(136.41)	8,800.00	7,930.26
4510.000 Insurance	4,620.97	5,214.33	593.36	4,620.97	5,214.33	593.36	62,572.00	57,951.03
TOTAL GENERAL EXPENSE	5,490.71	5,947.66	456.95	5,490.71	5,947.66	456.95	71,372.00	65,881.29
TOTAL EXPENSES	128,771.37	112,398.25	(16,373.12)	128,771.37	112,398.25	(16,373.12)	1,348,779.00	1,220,007.63
SURPLUS	(3,378.37)	13,945.41	(17,323.78)	(3,378.37)	13,945.41	(17,323.78)	167,345.00	(170,723.37)

Lake Metropolitan Housing Authority
Statement of Operations
RAD - PBRA - All Projects Period From July 2022 Period To July 2022 - All Tenants

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$54,701.09
Rent	\$53,683.00
Security Deposit	\$125.00
Pet Deposit	\$250.00
Late Rent	\$121.00
Adj to Rent	\$2,862.00
Adj to Misc - Maintenance Charge	\$110.00
Payment Received	(\$56,229.79)
Utility	(\$2,111.00)
Payment Made	\$2,111.00
Key Deposit	\$30.00
Repayment	\$529.00
Refund Deposit	(\$568.00)
AR Void	\$2,225.00
Create Repayment	(\$3,186.00)
Ending Balance	<u><u>\$54,652.30</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$754.00	\$53,310.00
Charged	\$125.00	
Collected	(\$201.00)	\$201.00
Applied to Account		(\$113.00)
Refunded		(\$205.00)
Ending Balance	<u><u>\$678.00</u></u>	<u><u>\$53,193.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$5,250.00
Charged	\$250.00	
Collected	(\$250.00)	\$250.00
Applied to Account		\$0.00
Refunded		(\$250.00)
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$5,250.00</u></u>

Key Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$0.00
Charged	\$30.00	
Collected	(\$30.00)	\$30.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$30.00</u></u>

Repayment Agreement Balances: Default Type (9 Agreements)

	Amount
Beginning Balance	\$6,170.00
Monthly Repayment Amount	(\$529.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$3,186.00
Cancel Repayment	\$0.00
Ending Balance	<u>\$8,827.00</u>

**Lake Metropolitan Housing Authority
Balance Sheet
July 2022**

Program: Section 8 Voucher Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.100 Unrestricted Cash	38,582.80	481,422.87
1111.200 Cash HAP Payments	139,263.93	1,301,007.07
1122.000 Tenant Fraud Receivable	0.00	40,569.52
1122.100 Allowance for Doubtful Fraud Rec.	0.00	(40,569.52)
1129.000 Accounts Rec - Other	(31,248.00)	1,302.38
1165.000 FSS Escrow Investmen	3,227.89	107,352.01
1211.000 Prepaid Insurance	(452.17)	1,808.73
1250.000 Prepaid Expense	(1,835.49)	9,177.45
1400.900 Furn, Equip, Mach - Admin	0.00	42,980.51
1400.901 Equipment - Vehicles	0.00	33,018.86
1400.950 Accumulated Depreciation	0.00	(71,943.06)
1400.960 Accumulated Amortization - Leases	0.00	(11,541.72)
1490.000 Leased Asset	0.00	54,851.38
1500.100 Net OPEB Asset	0.00	99,723.00
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	61,662.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	61,662.00
2400.100 Lease Liability (Non-Current)	0.00	(31,288.89)
TOTAL ASSETS	147,538.96	2,079,532.59
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	69,148.83	178,798.93
2117.001 Accounts Payable HAP (S)	182.00	3,953.00
2119.000 Other Accts Payable	0.00	2,217.74
2135.100 Acc. Comp Absences	0.00	5,789.82
2135.200 Comp Absences Non Curren	0.00	23,159.29
2181.100 FSS Escrow Payable	3,227.89	106,049.63
2210.200 Unearned Revenue - FSS	0.00	(0.22)
2400.000 Lease Liability	0.00	12,773.98
2500.000 Net Pension Liability	0.00	258,073.00
DEFERRED INFLOWS OF RESOURCES		
2900.000 Deferred Inflows of Resources (Pens)	0.00	354,323.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	122,001.00
TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	476,324.00
TOTAL LIABILITIES	72,558.72	1,067,139.17
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	4,056.31
2802.000 Restricted Net Position (HAP)	0.00	242,488.00
2806.000 Unrestricted Net Position	0.00	199,962.59
2806.000 Unrestricted Net Position (Current Year)	74,980.24	74,980.24
2806.000 Unrestricted Net Position (Unclosed 2022)	0.00	490,906.28
TOTAL SURPLUS	74,980.24	1,012,393.42
TOTAL LIABILITIES AND SURPLUS	147,538.96	2,079,532.59
PROOF	0.00	0.00

Lake Metropolitan Housing Authority

Operating Statement

One Month Ending 07/31/2022

Program: Section 8 Voucher Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HAP INCOME								
HAP INCOME								
3000.100 HAP Income	763,417.00	0.00	763,417.00	763,417.00	0.00	763,417.00	0.00	763,417.00
3000.120 Mainstream (HAP) Income	11,972.00	0.00	11,972.00	11,972.00	0.00	11,972.00	0.00	11,972.00
3000.199 HAP Repayments	1,063.40	0.00	1,063.40	1,063.40	0.00	1,063.40	0.00	1,063.40
TOTAL HAP INCOME	776,452.40	0.00	776,452.40	776,452.40	0.00	776,452.40	0.00	776,452.40
TOTAL HAP INCOME	776,452.40	0.00	776,452.40	776,452.40	0.00	776,452.40	0.00	776,452.40
OPERATING INCOME								
OPERATING INCOME								
3000.200 Admin Fee Income	83,960.00	80,000.00	3,960.00	83,960.00	80,000.00	3,960.00	960,000.00	(876,040.00)
3000.220 Mainstream (Admin) Income	924.00	1,666.67	(742.67)	924.00	1,666.67	(742.67)	20,000.00	(19,076.00)
3000.300 FSS Grant Income	5,208.00	5,208.33	(0.33)	5,208.00	5,208.33	(0.33)	62,500.00	(57,292.00)
3690.200 50% Fraud Recovery	1,063.40	1,250.00	(186.60)	1,063.40	1,250.00	(186.60)	15,000.00	(13,936.60)
TOTAL OPERATING INCOME	91,155.40	88,125.00	3,030.40	91,155.40	88,125.00	3,030.40	1,057,500.00	(966,344.60)
TOTAL OPERATING INCOME	91,155.40	88,125.00	3,030.40	91,155.40	88,125.00	3,030.40	1,057,500.00	(966,344.60)
TOTAL INCOME	867,607.80	88,125.00	779,482.80	867,607.80	88,125.00	779,482.80	1,057,500.00	(189,892.20)
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	20,639.83	51,774.83	31,135.00	20,639.83	51,774.83	31,135.00	621,298.00	600,658.17
4120.000 Audit Fees	0.00	683.33	683.33	0.00	683.33	683.33	8,200.00	8,200.00
4140.100 Advertising - Other	0.00	62.50	62.50	0.00	62.50	62.50	750.00	750.00
4150.000 Benefit Expense	25,362.27	19,631.00	(5,731.27)	25,362.27	19,631.00	(5,731.27)	235,572.00	210,209.73
4170.000 Legal Expenses	0.00	333.33	333.33	0.00	333.33	333.33	4,000.00	4,000.00
4185.000 Staff Training	1,942.50	0.00	(1,942.50)	1,942.50	0.00	(1,942.50)	0.00	(1,942.50)
4190.000 Office Sundry Expense	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
4190.020 Bank Charges	202.41	187.50	(14.91)	202.41	187.50	(14.91)	2,250.00	2,047.59
4190.050 Payroll Processing Charges & Forms	231.13	250.00	18.87	231.13	250.00	18.87	3,000.00	2,768.87
4190.100 Office Supplies	624.31	750.00	125.69	624.31	750.00	125.69	9,000.00	8,375.69
4190.110 Temporary Help	1,192.12	0.00	(1,192.12)	1,192.12	0.00	(1,192.12)	0.00	(1,192.12)
4190.120 Cleaning Contract	1,576.70	325.00	(1,251.70)	1,576.70	325.00	(1,251.70)	3,900.00	2,323.30
4190.130 Contract - IT Services	4,415.98	2,166.67	(2,249.31)	4,415.98	2,166.67	(2,249.31)	26,000.00	21,584.02
4190.140 Contract - MCS	1,866.09	1,941.58	75.49	1,866.09	1,941.58	75.49	23,299.00	21,432.91
4190.145 Forms and Publications	3,883.50	708.33	(3,175.17)	3,883.50	708.33	(3,175.17)	8,500.00	4,616.50
4190.150 Shredding	0.00	62.50	62.50	0.00	62.50	62.50	750.00	750.00
4190.200 Telephone	1,091.93	800.00	(291.93)	1,091.93	800.00	(291.93)	9,600.00	8,508.07
4190.201 Cell Phones	110.28	95.83	(14.45)	110.28	95.83	(14.45)	1,150.00	1,039.72
4190.210 Internet Expense	414.78	416.67	1.89	414.78	416.67	1.89	5,000.00	4,585.22
4190.220 Cable	75.20	37.50	(37.70)	75.20	37.50	(37.70)	450.00	374.80
4190.300 Postage & Meter	1,095.11	1,250.00	154.89	1,095.11	1,250.00	154.89	15,000.00	13,904.89
4190.400 Copier - Lease	1,972.46	1,083.33	(889.13)	1,972.46	1,083.33	(889.13)	13,000.00	11,027.54
4190.410 Copier Maintenance	0.00	91.67	91.67	0.00	91.67	91.67	1,100.00	1,100.00

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
ADMIN EXPENSE								
4190.500 Admin Minor Equipment	1,366.50	83.33	(1,283.17)	1,366.50	83.33	(1,283.17)	1,000.00	(366.50)
4190.600 Dues & Fees	216.07	291.67	75.60	216.07	291.67	75.60	3,500.00	3,283.93
4190.900 Other Sundry Expense	190.68	0.00	(190.68)	190.68	0.00	(190.68)	0.00	(190.68)
4190.910 Tenant Background Checks	0.00	375.00	375.00	0.00	375.00	375.00	4,500.00	4,500.00
4190.960 Community Outreach	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00	1,000.00
4230.000 Contract - Other	127.50	166.67	39.17	127.50	166.67	39.17	2,000.00	1,872.50
4230.200 Rentellect	375.00	683.33	308.33	375.00	683.33	308.33	8,200.00	7,825.00
TOTAL ADMIN EXPENSE	68,972.35	84,543.23	15,570.88	68,972.35	84,543.23	15,570.88	1,014,519.00	945,546.65
UTILITY EXPENSE								
4310.000 Water	52.67	58.33	5.66	52.67	58.33	5.66	700.00	647.33
4320.000 Electric	365.96	291.67	(74.29)	365.96	291.67	(74.29)	3,500.00	3,134.04
4330.000 Gas	54.62	50.00	(4.62)	54.62	50.00	(4.62)	600.00	545.38
TOTAL UTILITY EXPENSE	473.25	400.00	(73.25)	473.25	400.00	(73.25)	4,800.00	4,326.75
MAINTENANCE EXPENSE								
4420.400 Maint. - Auto	1,027.89	166.67	(861.22)	1,027.89	166.67	(861.22)	2,000.00	972.11
4420.410 Maint. - Fuel	426.61	375.00	(51.61)	426.61	375.00	(51.61)	4,500.00	4,073.39
4430.120 Cont - Miscellaneous	13.70	0.00	(13.70)	13.70	0.00	(13.70)	0.00	(13.70)
TOTAL MAINTENANCE EXPENSE	1,468.20	541.67	(926.53)	1,468.20	541.67	(926.53)	6,500.00	5,031.80
GENERAL EXPENSE								
4480.000 Security	70.52	54.17	(16.35)	70.52	54.17	(16.35)	650.00	579.48
4510.000 Insurance	452.17	874.42	422.25	452.17	874.42	422.25	10,493.00	10,040.83
4590.100 Admin Fee Portable	349.07	583.33	234.26	349.07	583.33	234.26	7,000.00	6,650.93
TOTAL GENERAL EXPENSE	871.76	1,511.92	640.16	871.76	1,511.92	640.16	18,143.00	17,271.24
HAP EXPENSE								
4715.100 HAP Occupied Units	708,304.00	0.00	(708,304.00)	708,304.00	0.00	(708,304.00)	0.00	(708,304.00)
4715.500 Hap Portable Cert.	8,854.00	0.00	(8,854.00)	8,854.00	0.00	(8,854.00)	0.00	(8,854.00)
4715.600 Homeownership	1,045.00	0.00	(1,045.00)	1,045.00	0.00	(1,045.00)	0.00	(1,045.00)
4718.000 HAP FSS Escrow Payments	2,639.00	0.00	(2,639.00)	2,639.00	0.00	(2,639.00)	0.00	(2,639.00)
TOTAL HAP EXPENSE	720,842.00	0.00	(720,842.00)	720,842.00	0.00	(720,842.00)	0.00	(720,842.00)
TOTAL EXPENSES	792,627.56	86,996.82	(705,630.74)	792,627.56	86,996.82	(705,630.74)	1,043,962.00	251,334.44
SURPLUS	74,980.24	1,128.18	73,852.06	74,980.24	1,128.18	73,852.06	13,538.00	61,442.24

Lake Metropolitan Housing Authority

HAP Reserves Worksheet

CY 2021 BA	\$	9,497,091	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
Jan-21		791,424		804,790	647,500	764,933	1,833	194,683	842,183
Feb-21		791,424		800,703	638,222	758,743	3,515	240,158	878,380
Mar-21		791,424		785,764	643,882	742,601	2,482	285,803	929,685
Apr-21		791,424		785,764	649,542	748,728	2,071	324,910	974,452
May-21		791,424		627,085	813,881	736,548	995	216,442	1,030,323
Jun-21		791,424		780,232	825,074	738,192	1,882	260,364	1,085,438
Jul-21		791,424		757,453	859,045	752,453	1,404	266,768	1,125,813
Aug-21		791,424		757,453	893,016	738,928	1,126	286,419	1,179,435
Sep-21		791,424		751,279	933,161	739,304	3,906	302,300	1,235,461
Oct-21		791,424		754,305	970,281	743,426	1,216	314,395	1,284,676
Nov-21		791,424		500,776	1,260,929	729,064	1,680	87,787	1,348,716
Dec-21		791,424		764,320	1,288,033	729,422	900	123,585	1,411,618
TOTALS:		9,497,091		8,869,924		8,922,342		93.95% of Budget Authority	
						9,022,236		95%	
						(99,894)			

CY 2022 BA	\$	9,497,091	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
Jan-22		791,424		768,326	1,311,131	731,456	1,723	162,178	1,473,309
Feb-22		791,424		775,708	1,326,848	738,679	1,427	200,634	1,527,482
Mar-22		791,424		760,000	1,358,272	725,160	6,344	241,818	1,600,090
Apr-22		791,424		755,825	1,393,871	712,222	1,135	286,556	1,680,427
May-22		791,424		756,499	1,428,796	708,052	1,121	336,124	1,764,920
Jun-22		791,424		616,626	1,603,595	711,330	1,068	242,488	1,846,083
Jul-22		791,424		763,417	1,631,602	708,134	1,063	298,834	1,930,436
Aug-22		791,424			2,423,026			298,834	2,721,860
Sep-22		791,424			3,214,450			298,834	3,513,284
Oct-22		791,424			4,005,875			298,834	4,304,709
Nov-22		791,424			4,797,299			298,834	5,096,133
Dec-22		791,424			5,588,723			298,834	5,887,557
TOTALS:		9,497,091		5,196,401		5,035,033		53.02% of Budget Authority	
						9,022,236		95%	
						(3,987,203)			

Includes HUD held HAP Reserves
Includes VASH voucher HAP

Lake Metropolitan Housing Authority

Schedule of Restrictd Net Position (RNP)

Fiscal Year 2021 and 2022

<u>HUD Payment Date</u>	<u>RNP</u>		<u>Change from Prior</u>	<u>Units</u>
	<u>HAP In</u>		<u>HAP Out</u>	
June 30, 2020	\$ 161,279.00		\$ (20,833.00)	
July 31, 2020	\$ 10,075.00		\$ 30,908.00	
August 31, 2020	\$ 3,984.00		\$ 155,188.00	
September 30, 2020	\$ 27,666.00		\$ 33,757.00	
October 31, 2020	\$ 60,818.00		\$ 37,136.00	
November 30, 2020	\$ 88,763.00		\$ 55,611.00	
December 31, 2020	\$ 152,993.00		\$ 125,048.00	
January 31, 2021	\$ 194,683.00		\$ 130,453.00	
February 28, 2021	\$ 240,158.00		\$ 198,468.00	
March 31, 2021	\$ 285,803.00		\$ 240,328.00	
April 30, 2021	\$ 324,910.00		\$ 279,265.00	
May 31, 2021	\$ 216,442.00		\$ 177,335.00	
June 30, 2021	\$ 260,364.00		\$ 368,832.00	
July 31, 2021	\$ 266,768.00		\$ 222,846.00	
August 31, 2021	\$ 286,419.00		\$ 280,015.00	
September 30, 2021	\$ 302,300.00		\$ 282,649.00	
October 31, 2021	\$ 314,395.00		\$ 298,514.00	
November 30, 2021	\$ 87,787.00		\$ 75,692.00	
December 31, 2021	\$ 123,585.00		\$ 350,193.00	
January 31, 2022	\$ 162,178.00		\$ 126,380.00	
February 28, 2022	\$ 200,634.00		\$ 162,041.00	
March 31, 2022	\$ 241,818.00		\$ 203,362.00	
April 30, 2022	\$ 286,556.00		\$ 245,372.00	
May 31, 2022	\$ 336,124.00		\$ 291,386.00	
June 30, 2022	\$ 242,488.00		\$ 192,920.00	
7/1/2022	\$ 763,417.00			
7/1/2022	\$ -			
			\$ 695,596.00	from HUD held HAP Reserves
			\$ 2,639.00	HAP Payments (less MS5)
			\$ 1,045.00	FSS
				Homeownership
	\$ -			Port In
			\$ 8,854.00	Port Out
	\$ 1,063.00			50% HAP Repayments
				FSS Forfeits
	\$ -			Misc. Repayments (error > \$2500)
Monthly Totals:	\$ 764,480.00		\$ 708,134.00	
	\$ 56,346.00			(Net monthly increase (decrease) in Restricted Net Position)
July 31, 2022	\$ 298,834.00		\$ 392,470.00	

Lake Metropolitan Housing Authority - Parkview Place

Fiscal Year 2023 Summary Operating Report, and Fiscal Year 2022 Comparison

For the month, and Fiscal Year-to-Date ended July 31, 2022

(Preliminary - For Internal Use Only)

	Fiscal Year 2022			Fiscal Year 2021		
	<u>This Month</u>	<u>Year-to-Date</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Year-to-Date</u>	<u>Variance</u>
<u>Public Housing</u>						
Operating Income	\$ 8,630	\$ 8,630	\$ 15,794	\$ (7,164)	\$ 50,282	\$ (41,652)
Administrative Expenses	\$ 3,343	\$ 3,343	\$ 4,840	\$ (1,497)	\$ 2,994	\$ 349
Utility Expenses	3,809	3,809	1,333	2,476	194	3,615
Operations Expense	6,814	6,814	6,216	598	3,326	3,488
General Expense	561	561	1,633	(1,072)	1,444	(883)
Surplus / (Deficit)	\$ (5,897)	\$ (5,897)	\$ 1,772	\$ (7,669)	\$ 42,324	\$ (48,221)
<u>Market Rate</u>						
Operating Income	\$ 12,872	\$ 12,872	\$ 11,288	\$ 1,584	\$ 11,846	\$ 1,026
Administrative Expenses	\$ 1,355	\$ 1,355	\$ 2,467	(1,112)	\$ 1,085	270
Utility Expenses	392	392	1,083	(691)	159	233
Operations Expense	2,777	2,777	3,854	(1,077)	1,880	897
General Expense	337	337	790	(453)	403	(66)
Surplus / (Deficit)	\$ 8,011	\$ 8,011	\$ 3,094	\$ 4,917	\$ 8,319	\$ (308)
<u>CONSOLIDATED</u>						
Operating Income	\$ 21,502	\$ 21,502	\$ 27,082	\$ (5,580)	\$ 62,128	\$ (40,626)
Administrative Expenses	\$ 4,698	\$ 4,698	\$ 7,307	\$ (2,609)	\$ 4,079	\$ 619
Utility Expenses	4,201	4,201	2,416	1,785	353	3,848
Operations Expense	9,591	9,591	10,070	(479)	5,206	4,385
General Expense	898	898	2,423	(1,525)	1,847	(949)
Surplus / (Deficit)	\$ 2,114	\$ 2,114	\$ 4,866	\$ (2,752)	\$ 50,644	\$ (48,530)

Lake Metropolitan Housing Authority
Balance Sheet
July 2022

Program: Public Housing Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.100 General Fund Cash	7,897.32	379,001.42
1122.000 Accts Rec Tenants (S)	465.00	7,091.94
1128.800 A/R - ParkView Place (Non HUD)	(800.00)	(7,015.00)
1211.000 Prepaid Insurance	(447.36)	1,789.39
1212.000 Insurance Deposit	0.00	1,000.00
1250.000 Prepaid Expense	(107.97)	539.85
1400.600 Land	0.00	179,025.00
1400.700 Buildings	0.00	2,794,785.64
1400.710 Bldg. & Land Improvements	0.00	20,696.26
1400.900 Furn, Equip, Mach - Admin	0.00	18,175.00
1400.901 Equipment - Vehicles	0.00	3,112.31
1400.950 Accumulated Depreciation	0.00	(591,808.77)
1400.960 Accumulated Amortization - Leases	0.00	(453.38)
1490.000 Leased Asset	0.00	2,182.93
1500.100 Net OPEB Asset	0.00	11,080.00
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	6,851.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	6,851.00
TOTAL ASSETS		
	7,006.99	2,826,053.59
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.009 A/P - Public Housing (S)	(707.00)	0.00
2111.100 A/P Revolving Fund	13,610.78	29,356.30
2114.000 Tenants Soc. Dep. (S)	0.00	4,116.00
2114.300 Pet Deposit (S)	0.00	250.00
2135.100 Acc. Comp Absences	0.00	270.82
2135.200 Comp. Absences - Non Current	0.00	1,108.98
2137.000 Accrued PILOT	0.00	3,944.49
2400.000 Lease Liability (Current)	0.00	510.94
2400.100 Lease Liability (Non-Current)	0.00	1,248.61
2500.000 Net Pension Liability	0.00	28,674.00
DEFERRED INFLOWS OF RESOURCES		
2900.000 Deferred Inflows of Resources (Pens)	0.00	39,369.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	13,556.00
TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	52,925.00
TOTAL LIABILITIES		
	12,903.78	122,405.14
SURPLUS		
2801.000 Net Investment in Capital Assets	0.00	2,423,985.44
2806.000 Unrestricted Net Position	0.00	387,803.34
2806.000 Unrestricted Net Position (Current Year)	(5,896.79)	(5,896.79)
2806.000 Unrestricted Net Position (Unclosed 2022)	0.00	(102,243.54)
TOTAL SURPLUS	(5,896.79)	2,703,648.45
TOTAL LIABILITIES AND SURPLUS	7,006.99	2,826,053.59
PROOF		
	0.00	0.00

Lake Metropolitan Housing Authority

Operating Statement

One Month Ending 07/31/2022

Program: Public Housing Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
OPERATING INCOME								
3110.000 Dwelling Rental	1,209.00	5,833.33	(4,624.33)	1,209.00	5,833.33	(4,624.33)	70,000.00	(68,791.00)
3200.000 HUD Operating Subsidy - PH	7,341.00	7,004.17	336.83	7,341.00	7,004.17	336.83	84,050.00	(76,709.00)
3690.000 Other Income - Tenant	80.00	83.33	(3.33)	80.00	83.33	(3.33)	1,000.00	(920.00)
3690.100 CFP For Operations	0.00	2,873.00	(2,873.00)	0.00	2,873.00	(2,873.00)	34,476.00	(34,476.00)
TOTAL OPERATING INCOME	8,630.00	15,793.83	(7,163.83)	8,630.00	15,793.83	(7,163.83)	189,526.00	(180,896.00)
TOTAL INCOME	8,630.00	15,793.83	(7,163.83)	8,630.00	15,793.83	(7,163.83)	189,526.00	(180,896.00)
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	935.19	2,484.83	1,549.64	935.19	2,484.83	1,549.64	29,818.00	28,882.81
4120.000 Auditing Fees	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4140.100 Advertising - Other	0.00	16.67	16.67	0.00	16.67	16.67	200.00	200.00
4150.000 Benefits Expense	1,149.16	946.00	(203.16)	1,149.16	946.00	(203.16)	11,352.00	10,202.84
4170.000 Legal Expenses	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00	1,000.00
4185.000 Staff Training	6.75	0.00	(6.75)	6.75	0.00	(6.75)	0.00	(6.75)
4190.000 Office Sundry Expense	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4190.020 Bank Charges	86.68	125.00	38.32	86.68	125.00	38.32	1,500.00	1,413.32
4190.050 Payroll Processing Charges & Forms	18.91	20.83	1.92	18.91	20.83	1.92	250.00	231.09
4190.100 Office Supplies	24.32	45.83	21.51	24.32	45.83	21.51	550.00	525.68
4190.110 Temporary Help	107.28	0.00	(107.28)	107.28	0.00	(107.28)	0.00	(107.28)
4190.120 Cleaning Contract	60.97	33.33	(27.64)	60.97	33.33	(27.64)	400.00	339.03
4190.130 Contract - IT Services	259.75	150.00	(109.75)	259.75	150.00	(109.75)	1,800.00	1,540.25
4190.140 Contract - MCS	109.77	109.67	(0.10)	109.77	109.67	(0.10)	1,316.00	1,206.23
4190.145 Forms and Publications	0.00	29.17	29.17	0.00	29.17	29.17	350.00	350.00
4190.150 Shredding	0.00	6.67	6.67	0.00	6.67	6.67	80.00	80.00
4190.200 Telephone	44.87	33.33	(11.54)	44.87	33.33	(11.54)	400.00	355.13
4190.201 Cell Phones	46.65	41.67	(4.98)	46.65	41.67	(4.98)	500.00	453.35
4190.205 Answering Service	11.57	16.67	5.10	11.57	16.67	5.10	200.00	188.43
4190.210 Internet Expense	24.39	25.00	0.61	24.39	25.00	0.61	300.00	275.61
4190.220 Cable	166.72	83.33	(83.39)	166.72	83.33	(83.39)	1,000.00	833.28
4190.300 Postage & Meter	38.02	54.17	16.15	38.02	54.17	16.15	650.00	611.98
4190.400 Copier - Lease	81.06	50.00	(31.06)	81.06	50.00	(31.06)	600.00	518.94
4190.410 Copier Maintenance	0.00	6.67	6.67	0.00	6.67	6.67	80.00	80.00
4190.500 Admin Minor Equipment	122.98	200.00	77.02	122.98	200.00	77.02	2,400.00	2,277.02
4190.600 Dues & Fees	19.43	28.33	8.90	19.43	28.33	8.90	340.00	320.57
4190.900 Other Sundry Expense	17.16	0.00	(17.16)	17.16	0.00	(17.16)	0.00	(17.16)
4190.910 Tenant Background Checks	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4190.960 Community Outreach	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4210.000 Resident Activities	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00	1,000.00
4230.000 Contract - Other	11.47	25.00	13.53	11.47	25.00	13.53	300.00	288.53
TOTAL ADMIN EXPENSE	3,343.10	4,840.49	1,497.39	3,343.10	4,840.49	1,497.39	58,086.00	54,742.90

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
UTILITIES EXPENSE								
4310.000 Water	4.73	500.00	495.27	4.73	500.00	495.27	6,000.00	5,995.27
4320.000 Electricity	2,309.57	416.67	(1,892.90)	2,309.57	416.67	(1,892.90)	5,000.00	2,690.43
4330.000 Gas	1,494.45	416.67	(1,077.78)	1,494.45	416.67	(1,077.78)	5,000.00	3,505.55
TOTAL UTILITIES EXPENSE	3,808.75	1,333.34	(2,475.41)	3,808.75	1,333.34	(2,475.41)	16,000.00	12,191.25
OPERATION EXPENSE								
4410.000 Maintenance Salaries	1,172.91	2,316.92	1,144.01	1,172.91	2,316.92	1,144.01	27,803.00	26,630.09
4415.000 Maint. - Temp Help	0.00	91.67	91.67	0.00	91.67	91.67	1,100.00	1,100.00
4420.000 Maint. - Supplies (other)	922.19	291.67	(630.52)	922.19	291.67	(630.52)	3,500.00	2,577.81
4420.050 Maint. - Materials	405.57	250.00	(155.57)	405.57	250.00	(155.57)	3,000.00	2,594.43
4420.100 Maint. - Electrical	0.00	20.83	20.83	0.00	20.83	20.83	250.00	250.00
4420.200 Maint. - Plumbing	17.94	20.83	2.89	17.94	20.83	2.89	250.00	232.06
4420.300 Maint. - Cleaning Supplies	0.00	8.33	8.33	0.00	8.33	8.33	100.00	100.00
4420.400 Maint. - Auto	8.72	66.67	57.95	8.72	66.67	57.95	800.00	791.28
4420.410 Maint. - Fuel	64.83	50.00	(14.83)	64.83	50.00	(14.83)	600.00	535.17
4420.500 Maint. - Hardware	36.10	29.17	(6.93)	36.10	29.17	(6.93)	350.00	313.90
4420.510 Maint. - Keys & Locks	3.30	58.33	55.03	3.30	58.33	55.03	700.00	696.70
4420.600 Maint. - Paint	145.48	125.00	(20.48)	145.48	125.00	(20.48)	1,500.00	1,354.52
4420.700 Appliances & Dwelling Equip.	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00	3,000.00
4420.900 Non-Dwelling Equipment	75.09	0.00	(75.09)	75.09	0.00	(75.09)	0.00	(75.09)
4430.010 Cont - Rubbish Removal	144.37	162.50	18.13	144.37	162.50	18.13	1,950.00	1,805.63
4430.020 Cont - HVAC	0.00	133.33	133.33	0.00	133.33	133.33	1,600.00	1,600.00
4430.050 Cont - Landscaping	92.32	250.00	157.68	92.32	250.00	157.68	3,000.00	2,907.68
4430.070 Cont - Electrical	0.00	20.83	20.83	0.00	20.83	20.83	250.00	250.00
4430.080 Cont - Plumbing	0.00	416.67	416.67	0.00	416.67	416.67	5,000.00	5,000.00
4430.090 Cont - Exterminator	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4430.115 Cont - Repairs	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4430.116 Cont - Uniforms	16.61	41.67	25.06	16.61	41.67	25.06	500.00	483.39
4430.120 Cont - Miscellaneous	2,266.94	658.33	(1,608.61)	2,266.94	658.33	(1,608.61)	7,900.00	5,633.06
4450.000 Benefits - Maint.	1,441.28	869.67	(571.61)	1,441.28	869.67	(571.61)	10,436.00	8,994.72
TOTAL OPERATION EXPENSE	6,813.65	6,215.76	(597.89)	6,813.65	6,215.76	(597.89)	74,589.00	67,775.35
GENERAL EXPENSE								
4480.000 Security	113.93	291.67	177.74	113.93	291.67	177.74	3,500.00	3,386.07
4510.000 Insurance	447.36	507.75	60.39	447.36	507.75	60.39	6,093.00	5,645.64
4520.000 PILOT Expense	0.00	458.33	458.33	0.00	458.33	458.33	5,500.00	5,500.00
4570.000 Collection Loss	0.00	375.00	375.00	0.00	375.00	375.00	4,500.00	4,500.00
TOTAL GENERAL EXPENSE	561.29	1,632.75	1,071.46	561.29	1,632.75	1,071.46	19,593.00	19,031.71
TOTAL EXPENSES	14,526.79	14,022.34	(504.45)	14,526.79	14,022.34	(504.45)	168,268.00	153,741.21
SURPLUS	(5,896.79)	1,771.49	7,668.28	(5,896.79)	1,771.49	7,668.28	21,258.00	27,154.79

Lake Metropolitan Housing Authority
Statement of Operations
Public Housing - All Projects Period From July 2022 Period To July 2022 - All Tenants

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$5,919.94
Rent	\$1,272.00
Late Rent	\$20.00
Adj to Misc - Maintenance Charge	\$60.00
Payment Received	(\$1,069.00)
Utility	(\$63.00)
Payment Made	\$770.00
AR Void	\$182.00
Ending Balance	<u><u>\$7,091.94</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$4,116.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$4,116.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$250.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$250.00</u></u>

Lake Metropolitan Housing Authority
Balance Sheet
July 2022

Program: ParkView Place Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.900 LMHA Cash - Erie Bank	(927.68)	351,177.34
1122.000 Accts Rec Tenants (S)	1,840.00	1,839.00
1122.009 Tenant Repayment Agreements	(15.00)	295.00
1122.211 Accounts Rec. Security Deposits	60.00	60.00
1129.352 Grant Receivable - ODNR 2	0.00	1,315.04
1211.000 Prepaid Insurance	(268.41)	1,073.68
1400.600 Land	0.00	126,852.00
1400.700 Buildings	0.00	1,728,647.38
1400.710 Bldg. & Land Improvements	0.00	528,807.75
1400.900 Furn, Equip, Mach - Admin	0.00	10,905.00
1400.901 Equipment - Vehicles	0.00	1,729.06
1400.950 Accumulated Depreciation	0.00	(369,505.09)
1400.960 Accumulated Amortization - Leases	0.00	(69.84)
1490.000 Leased Asset	0.00	232.76
TOTAL ASSETS	688.91	2,383,359.08
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	(6,523.00)	(11,750.74)
2114.000 Tenant Sec. Deposits	0.00	13,790.00
2114.300 Pet Security Deposit	0.00	500.00
2118.800 A/P - Public Housing (Non-HUD)	(800.00)	(7,015.00)
2135.100 Acc. Comp Absences	0.00	110.78
2135.200 Comp. Absences - Non Current	0.00	340.29
2400.000 Lease Liability (Current)	0.00	45.56
2400.100 Lease Liability (Non-Current)	0.00	122.16
TOTAL LIABILITIES	(7,323.00)	(3,856.95)
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	2,027,436.04
2806.000 Undesignated Fund Balance (Non-Federal)	0.00	336,347.83
2806.000 Undesignated Fund Balance (Non-Federal) (Current Year)	8,011.91	8,011.91
2806.000 Undesignated Fund Balance (Non-Federal) (Unclosed 2022)	0.00	15,420.25
TOTAL SURPLUS	8,011.91	2,387,216.03
TOTAL LIABILITIES AND SURPLUS	688.91	2,383,359.08
PROOF	0.00	0.00

Lake Metropolitan Housing Authority

Operating Statement

One Month Ending 07/31/2022

Program: ParkView Place Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	12,850.00	11,250.00	1,600.00	12,850.00	11,250.00	1,600.00	135,000.00	(122,150.00)
3300.900 Interest Income - ParkView Place	22.32	20.83	1.49	22.32	20.83	1.49	250.00	(227.68)
3690.000 Other Income - Tenant	0.00	16.67	(16.67)	0.00	16.67	(16.67)	200.00	(200.00)
TOTAL INCOME	12,872.32	11,287.50	1,584.82	12,872.32	11,287.50	1,584.82	135,450.00	(122,577.68)
EXPENSES								
ADMINISTRATIVE EXPENSE								
4110.000 Admin. Salaries	471.40	1,258.00	786.60	471.40	1,258.00	786.60	15,096.00	14,624.60
4120.000 Auditing Fees	0.00	15.00	15.00	0.00	15.00	15.00	180.00	180.00
4140.100 Advertising - Other	0.00	25.00	25.00	0.00	25.00	25.00	300.00	300.00
4150.000 Employee Benefits	579.26	484.00	(95.26)	579.26	484.00	(95.26)	5,808.00	5,228.74
4170.000 Legal Expenses	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
4185.000 Staff Training	3.75	0.00	(3.75)	3.75	0.00	(3.75)	0.00	(3.75)
4190.000 Office Sundry Expense	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4190.020 Bank Charges	0.00	4.17	4.17	0.00	4.17	4.17	50.00	50.00
4190.050 Payroll Processing Charges & Forms	0.00	8.33	8.33	0.00	8.33	8.33	100.00	100.00
4190.110 Temporary Help	59.60	41.67	(17.93)	59.60	41.67	(17.93)	500.00	440.40
4190.120 Cleaning Contract	(2.27)	15.00	17.27	(2.27)	15.00	17.27	180.00	182.27
4190.145 Forms and Publications	0.00	5.00	5.00	0.00	5.00	5.00	60.00	60.00
4190.201 Cell Phones	25.46	25.00	(0.46)	25.46	25.00	(0.46)	300.00	274.54
4190.210 Internet Expense	0.00	4.17	4.17	0.00	4.17	4.17	50.00	50.00
4190.220 Cable	99.76	66.67	(33.09)	99.76	66.67	(33.09)	800.00	700.24
4190.300 Postage & Meter	22.83	31.67	8.84	22.83	31.67	8.84	380.00	357.17
4190.400 Copier - Lease	0.00	8.33	8.33	0.00	8.33	8.33	100.00	100.00
4190.500 Admin Minor Equipment	68.32	25.00	(43.32)	68.32	25.00	(43.32)	300.00	231.68
4190.600 Dues & Fees	10.84	0.00	(10.84)	10.84	0.00	(10.84)	0.00	(10.84)
4190.900 Other Sundry Expense	9.53	0.00	(9.53)	9.53	0.00	(9.53)	0.00	(9.53)
4190.910 Tenant Background Checks	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4190.950 HR - Contract	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4230.000 Contract - Other	6.38	125.00	118.62	6.38	125.00	118.62	1,500.00	1,493.62
TOTAL ADMINISTRATIVE EXPENSE	1,354.86	2,467.01	1,112.15	1,354.86	2,467.01	1,112.15	29,604.00	28,249.14
UTILITIES EXPENSE								
4310.000 Water	2.63	416.67	414.04	2.63	416.67	414.04	5,000.00	4,997.37
4320.000 Electricity	274.74	333.33	58.59	274.74	333.33	58.59	4,000.00	3,725.26
4330.000 Gas	114.24	333.33	219.09	114.24	333.33	219.09	4,000.00	3,885.76
TOTAL UTILITIES EXPENSE	391.61	1,083.33	691.72	391.61	1,083.33	691.72	13,000.00	12,608.39
OPERATION EXPENSE								
4410.000 Maintenance Salaries	662.03	1,302.67	640.64	662.03	1,302.67	640.64	15,632.00	14,969.97
4420.000 Maint. - Supplies (other)	512.21	308.33	(203.88)	512.21	308.33	(203.88)	3,700.00	3,187.79
4420.050 Maint. - Materials	225.33	208.33	(17.00)	225.33	208.33	(17.00)	2,500.00	2,274.67
4420.100 Maint. - Electrical	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4420.200 Maint. - Plumbing	9.96	33.33	23.37	9.96	33.33	23.37	400.00	390.04

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OPERATION EXPENSE								
4420.300 Maint. - Cleaning Supplies	0.00	16.67	16.67	0.00	16.67	16.67	200.00	200.00
4420.400 Maint. - Auto	4.84	41.67	36.83	4.84	41.67	36.83	500.00	495.16
4420.410 Maint. - Fuel	36.01	25.00	(11.01)	36.01	25.00	(11.01)	300.00	263.99
4420.500 Maint. - Hardware	20.05	20.83	0.78	20.05	20.83	0.78	250.00	229.95
4420.510 Maint. - Keys & Locks	1.83	33.33	31.50	1.83	33.33	31.50	400.00	398.17
4420.600 Maint. - Paint	80.82	75.00	(5.82)	80.82	75.00	(5.82)	900.00	819.18
4420.700 Appliances & Dwelling Equip.	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
4420.900 Non-Dwelling Equipment	41.75	0.00	(41.75)	41.75	0.00	(41.75)	0.00	(41.75)
4430.010 Cont - Rubbish Removal	86.63	100.00	13.37	86.63	100.00	13.37	1,200.00	1,113.37
4430.020 Cont - HVAC	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
4430.050 Cont - Landscaping	51.93	216.67	164.74	51.93	216.67	164.74	2,600.00	2,548.07
4430.080 Cont - Plumbing	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00	3,000.00
4430.090 Cont - Exterminator	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00	1,000.00
4430.115 Cont - Repairs	0.00	166.67	166.67	0.00	166.67	166.67	2,000.00	2,000.00
4430.116 Cont - Uniforms	9.21	16.67	7.46	9.21	16.67	7.46	200.00	190.79
4430.120 Cont - Miscellaneous	221.06	291.67	70.61	221.06	291.67	70.61	3,500.00	3,278.94
4450.000 Benefits - Maint.	813.50	488.92	(324.58)	813.50	488.92	(324.58)	5,867.00	5,053.50
TOTAL OPERATION EXPENSE	2,777.16	3,854.09	1,076.93	2,777.16	3,854.09	1,076.93	46,249.00	43,471.84
GENERAL EXPENSE								
4480.000 Security	68.37	208.33	139.96	68.37	208.33	139.96	2,500.00	2,431.63
4510.000 Insurance	268.41	303.00	34.59	268.41	303.00	34.59	3,636.00	3,367.59
4516.000 Real Estate Assess.	0.00	70.83	70.83	0.00	70.83	70.83	850.00	850.00
4570.000 Collection Loss	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
TOTAL GENERAL EXPENSE	336.78	790.49	453.71	336.78	790.49	453.71	9,486.00	8,149.22
TOTAL EXPENSES	4,860.41	8,194.92	3,334.51	4,860.41	8,194.92	3,334.51	98,339.00	93,478.59
SURPLUS	8,011.91	3,092.58	(4,919.33)	8,011.91	3,092.58	(4,919.33)	37,111.00	29,099.09

Lake Metropolitan Housing Authority
Statement of Operations
ParkView Place - All Projects Period From July 2022 Period To July 2022 - All Tenants

Accounts Receivable Balances

Description	Amount
Beginning Balance	(\$1.00)
Rent	\$12,700.00
Adj to Late Rent	\$150.00
Payment Received	(\$10,965.00)
Repayment	\$15.00
Refund Deposit	(\$60.00)
Ending Balance	<u>\$1,839.00</u>

Security Deposit AR Balances

Description	Amount
Beginning Balance	<u>\$0.00</u>
Ending Balance	<u>\$0.00</u>

Pet Deposit AR Balances

Description	Amount
Beginning Balance	<u>\$0.00</u>
Ending Balance	<u>\$0.00</u>

Key Deposit AR Balances

Description	Amount
Payment Received	(\$60.00)
Key Deposit	\$60.00
AR Void	\$60.00
Ending Balance	<u>\$60.00</u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$13,790.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$13,790.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$500.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$500.00</u>

Key Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$0.00
Charged	\$60.00	
Collected	\$0.00	\$0.00

Applied to Account		\$0.00
Refunded		(\$60.00)
Ending Balance	\$60.00	(\$60.00)

Repayment Agreement Balances: Default Type (1 Agreements)

	Amount
Beginning Balance	\$310.00
Monthly Repayment Amount	(\$15.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$0.00
Cancel Repayment	\$0.00
Ending Balance	\$295.00

Lake Metropolitan Housing Authority

Fund Balances (Sorted by Restriction)

Estimated 6/30/2022 Estimated 7/31/2022

UNRESTRICTED

	Estimated 6/30/2022	Estimated 7/31/2022
<u>Unrestricted - General</u>		
State / Local Funds:	\$ 212,082	\$ 211,148
<i>These funds can be used for any legal business purpose</i>		
ParkView Place - LMHA	\$ 351,768	\$ 361,173
<i>These funds can be used for any legal business purpose</i>		
REACH	\$ 37,588	\$ 37,588
<i>These funds can be used for any approved non-profit business purpose</i>		
<u>Unrestricted - Program</u>		
Multi-Family Reserves	\$ 731,248	\$ 698,524
<i>These funds can be used for any Multi-Family related expenditure(?)</i>		
Public Housing Admin:	\$ 338,485	\$ 335,178
<i>These funds can be used for any Public Housing related expenditure</i>		
HCV Admin:	\$ 1,064,371	\$ 1,161,486
<i>These funds can be used for any Section 8 related expenditure</i>		
TOTAL UNRESTRICTED:	\$ 2,735,542	\$ 2,805,097

RESTRICTED

<u>Restricted - Program</u>		
Restricted Net Position (RNP):	\$ 242,488	\$ 298,488
<i>Restricted to Housing Assistance Payment (HAP) expenditures</i>		
Replacement Reserve	\$ 1,322,371	\$ 1,348,424
<i>Restricted to capital improvement needs for the Multi-Family Program</i>		
<u>Restricted - Other</u>		
FSS Escrow:	\$ 102,822	\$ 106,050
<i>Account for Family Self Sufficiency (FSS) monies held in escrow</i>		
Tenant Security Deposits*:	\$ 77,970	\$ 77,807
<i>Total tenant Security Deposits (Multi-Family, Public Housing and Parkview)</i>		
TOTAL RESTRICTED:	\$ 1,745,651	\$ 1,830,769

Lake Metropolitan Housing Authority

Selected Statistics

Fiscal Year 2023 Payroll (through 9/1/2022 payroll)

	<u>HCV</u>	<u>M-F</u>	<u>PH/PVP</u>	<u>TOTAL</u>
Projected \$	532,614	539,951	89,411	1,161,976
Budget \$	621,298	518,432	88,349	1,228,079
Variance \$	(88,684)	21,519	1,062	(66,103)
Variance %	-14.27%	4.15%	1.20%	-5.38%
Payroll %	45.84%	46.47%	7.69%	
Budget %	50.59%	42.21%	7.19%	
Variance:	-4.75%	4.25%	0.50%	

Per Unit Leased Statistics - For Management Use Only

	Units		Lease		Subsidy /		Expenses /		P/L per Unit	
	Authorized	Units Leased	Percent	Admin Subsidy	FSS Subsidy	Total Subsidy	Unit Leased	Unit Leased	Unit Leased	Leased
FY 2023 Avg:	1,505	1,190	79.08%	\$ 83,960	\$ 5,200	\$ 89,160	\$ 74.92	\$ 41,716	\$ 35.06	\$ 39.87
CY 2022 Avg:	1,526	1,214	79.55%	\$ 85,055	\$ 5,200	\$ 90,255	\$ 74.354243	\$ 72,412	\$ 59.654466	\$ 14.70

HCV Subsidy & Expense / Unit Leased

Fiscal Year 2023/Calendar Year 2022 - through December 2022

	Units		Lease		Subsidy /		Expenses /		P/L per Unit	
	Authorized	Units Leased	Percent	Admin Subsidy	FSS Subsidy	Total Subsidy	Unit Leased	Unit Leased	Unit Leased	Leased
FY 2023 Avg:	240	207	86.25%	\$ 53,907	\$ 70,728	\$ 124,635	\$ 602.10	\$ 763.85	\$ 158,117	\$ (161.75)
CY 2022 Avg:	240	203	84.52%	\$ 52,111	\$ 69,644	\$ 121,755	\$ 600.20	\$ 748.51	\$ 151,840	\$ (148.31)

M/F Total Rent & Expense / Unit Leased

Fiscal Year 2023/Calendar Year 2022 - through December 2022

	Units		Occupancy		Rent Charged		Subsidy		Rent / Unit		Expense /		P/L per Unit	
	Authorized	Units Leased	Occupancy	Rent Charged	Received	Total Rent	Leased	Unit Leased	Unit Leased	Unit Leased	Unit Leased	Unit Leased	Unit Leased	Leased
FY 2023 Avg:	240	207	86.25%	\$ 53,907	\$ 70,728	\$ 124,635	\$ 602.10	\$ 763.85	\$ 158,117	\$ 161.75	\$ (161.75)	\$ 151,840	\$ (148.31)	
CY 2022 Avg:	240	203	84.52%	\$ 52,111	\$ 69,644	\$ 121,755	\$ 600.20	\$ 748.51	\$ 151,840	\$ (148.31)	\$ (148.31)	\$ 151,840	\$ (148.31)	

Lake Metropolitan Housing Authority

Balance Sheet

July 2022

Program: State/Local Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.500 Cash - Erie Bank	5.08	212,939.03
1400.900 Furn, Equip, Mach - Admin	0.00	21,153.62
1400.950 Accumulated Depreciation	0.00	(21,153.62)
TOTAL ASSETS	5.08	212,939.03
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	939.43	1,810.97
TOTAL LIABILITIES	939.43	1,810.97
SURPLUS		
2806.000 Unrestricted Net Position	0.00	198,417.79
2806.000 Unrestricted Net Position (Current Year)	(934.35)	(934.35)
2806.000 Unrestricted Net Position (Unclosed 2022)	0.00	13,644.62
TOTAL SURPLUS	(934.35)	211,128.06
TOTAL LIABILITIES AND SURPLUS	5.08	212,939.03
PROOF	0.00	0.00

Lake Metropolitan Housing Authority
Operating Statement
One Month Ending 07/31/2022
Program: State/Local Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3300.100 State/Local Funds - Interest	5.08	0.00	5.08	5.08	0.00	5.08	0.00	5.08
TOTAL INCOME	5.08	0.00	5.08	5.08	0.00	5.08	0.00	5.08
EXPENSES								
4220.100 Vending Supplies	939.43	0.00	(939.43)	939.43	0.00	(939.43)	0.00	(939.43)
TOTAL EXPENSES	939.43	0.00	(939.43)	939.43	0.00	(939.43)	0.00	(939.43)
SURPLUS	(934.35)	0.00	(934.35)	(934.35)	0.00	(934.35)	0.00	(934.35)

LMHA CASH and INVESTMENT REPORT AS OF July 31, 2022

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT RATE	PURCHASE OR ROLLOVER DATE	MATURITY DATE	BEGINNING		NET INVESTMENT		ENDING PRINCIPAL BALANCE 7/31/2022	NOTES
					PRINCIPAL BALANCE 6/30/2022	Sales / Transfers	INCOME AND/OR VALUE CHANGE	PRINCIPAL BALANCE 7/31/2022		

PUBLIC HOUSING:

-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

BANK ACCOUNT BALANCES AS OF 7/31/2022

Account Name	Account #	6/30/2022	7/31/2022	Percent Change	Dollar Difference
Multi-Family General	324	750,665.63	631,112.03	-15.93%	(119,553.60)
Multi-Family Rep Reserve	990	1,335,403.24	1,348,537.95	0.98%	13,134.71
Multi-Family Security Deposits	714	57,560.65	57,547.54	-0.02%	(13.11)
Public Housing General	437	371,619.10	379,516.42	2.13%	7,897.32
Section & Lake Rental	479	1,179,887.24	1,320,766.47	11.94%	140,879.23
Section 8	440	442,840.07	481,422.87	8.71%	38,582.80
FSS Account	9630	104,124.12	107,362.01	3.10%	3,227.89
LMHA - Parkview (Erie)	6485	351,155.02	351,177.34	0.01%	22.32
State/Local (Erie)	6525	212,933.95	212,939.03	0.00%	5.08
REACH (Chase)	6869	37,742.83	37,742.83	0.00%	-
		\$ 4,843,931.85	\$ 4,928,114.49	1.74%	\$ 84,182.64

TOTAL CASH & INVESTMENTS:

\$ 4,843,931.85	\$ 4,928,114.49	\$ 84,182.64	Monthly Change
-----------------	-----------------	--------------	----------------



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Huntington Public Funds Analyzed Checking

Account: [REDACTED]

Statement Activity From:		Beginning Balance	\$750,665.63
07/01/22 to 07/31/22		Credits (+)	138,382.22
Days in Statement Period	31	Regular Deposits	16,411.00
Average Ledger Balance*	726,970.40	Lock Box Deposits	14,354.79
Average Collected Balance*	725,303.27	Electronic Deposits	107,616.43
* The above balances correspond to the service charge cycle for this account.		Debits (-)	257,935.82
		Regular Checks Paid	128,483.21
		Electronic Withdrawals	127,866.79
		Return Deposited Items	1,181.00
		Service Charges	404.82
		Ending Balance	\$631,112.03

Deposits (+)

Account: [REDACTED]

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
07/01	1,205.00	75682	Lockbox	07/19	2,689.00	173215708	Brch/ATM
07/05	3,190.00	75682	Lockbox	07/21	351.00	75682	Lockbox
07/06	1,962.00	75682	Lockbox	07/22	163.00	75682	Lockbox
07/08	1,651.00	75682	Lockbox	07/25	1,041.00	75682	Lockbox
07/11	1,816.00	75682	Lockbox	07/27	269.00	75682	Lockbox
07/11	950.00	173215704	Brch/ATM	07/28	2,333.00	173215713	Brch/ATM
07/12	1,133.00	75682	Lockbox	07/28	950.00	173215711	Brch/ATM
07/13	1,181.00	75682	Lockbox	07/28	265.00	75682	Lockbox
07/14	100.79	75682	Lockbox	07/29	27.00	75682	Lockbox
07/19	9,489.00	173215709	Brch/ATM				

Other Credits (+)

Account: [REDACTED]

Date	Amount	Description
07/01	70,728.00	HUD TREAS 310 MISC PAY 070122 XXXXX3875860103RMT*VV*XXXXX0744600*****HUD Section 8 /CA OH12RD00008\
07/06	36,823.00	ACH SETTLEMENT OFFSET 220706 -SETT-HNB HVACH
07/22	65.43	0150KU84 LAKE ME PAYROLL 063022 0150KU84

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Huntington PublicFund Business Interest Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$1,335,403.24
Days in Statement Period 31		Credits (+)	13,134.71
Average Ledger Balance* 1,337,503.42		Electronic Deposits	13,021.12
Average Collected Balance* 1,337,503.42		Interest Earned	113.59
* The above balances correspond to the service charge cycle for this account.		Total Service Charges (-)	0.00
		Ending Balance	\$1,348,537.95

Average Percentage Yield Earned this period 0.100%

Other Credits (+)

Date	Amount	Description
07/27	13,021.12	BUS ONL TFR FRM CHECKING 072722 XXXXXX5324
07/29	113.59	INTEREST PAYMENT

Service Charge Summary

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

Balance Activity

Date	Balance	Date	Balance	Date	Balance
06/30	1,335,403.24	07/27	1,348,424.36	07/29	1,348,537.95

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Huntington PublicFund Business Interest Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$57,560.65
Days in Statement Period 31		Credits (+)	4.89
Average Ledger Balance* 57,550.77		Interest Earned	4.89
Average Collected Balance* 57,550.77		Total Service Charges (-)	18.00
* The above balances correspond to the service charge cycle for this account.		Ending Balance	\$57,547.54

Average Percentage Yield Earned this period 0.100%

Other Credits (+)

Date	Amount	Description
07/29	4.89	INTEREST PAYMENT

Service Charge Detail

Date	Service Charge (-)	Waives and Discounts (+)	Description
07/15	3.00		STATEMENT CHARGE
07/15	15.00		BUSINESS ONLINE SERVICE FEES

Service Charge Summary

Previous Month Service Charges (-)	\$18.00
Total Service Charges (-)	\$18.00

Balance Activity

Date	Balance	Date	Balance	Date	Balance
06/30	57,560.65	07/15	57,542.65	07/29	57,547.54

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Huntington Public Funds Analyzed Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$371,619.10
		Credits (+)	45,392.00
		Electronic Deposits	45,392.00
Days in Statement Period	31	Debits (-)	37,494.68
		Regular Checks Paid	770.00
Average Ledger Balance*	401,675.21	Electronic Withdrawals	36,638.00
Average Collected Balance*	401,675.21	Service Charges	86.68
* The above balances correspond to the service charge cycle for this account.		Ending Balance	\$379,516.42

Other Credits (+)

Date	Amount	Description
07/01	26,040.00	HUD TREAS 310 MISC PAY 070122 XXXXX3875860103RMT*VV*XXXXX185263*****HUD ROSS FSS22 OH4577\
07/06	800.00	ACH SETTLEMENT OFFSET 220706 -SETT-HNB HVACH
07/06	613.00	ACH SETTLEMENT OFFSET 220706 -SETT-HNB HVACH
07/07	7,341.00	HUD TREAS 310 MISC PAY 070722 XXXXX3875860103RMT*VV*XXXXX434118*****HUD Operating Fund OH02500000122D\
07/12	182.00	ACH SETTLEMENT OFFSET 220712 -SETT-HNB HVACH
07/22	10,416.00	HUD TREAS 310 MISC PAY 072222 XXXXX3875860103RMT*VV*XXXXX186994*****HUD ROSS FSS22 OH4577\

Checks (-)

Date	Amount	Check #	Date	Amount	Check #
07/11	707.00	43960	07/11	63.00	43961

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Other Debits (-)

Date	Amount	Description
07/12	182.00	ACH SETTLEMENT RETURNS 220712 -SETT-SYS88RETS

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Huntington Public Funds Analyzed Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$1,179,887.24
Days in Statement Period		Credits (+)	862,497.30
Average Ledger Balance*		Regular Deposits	2,224.30
Average Collected Balance*		Electronic Deposits	860,273.00
* The above balances correspond to the service charge cycle for this account.		Debits (-)	721,618.07
		Regular Checks Paid	16,637.52
		Electronic Withdrawals	704,980.55
		Ending Balance	\$1,320,766.47

Deposits (+)

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
07/19	2,224.30	173215705	Brch/ATM				

Other Credits (+)

Date	Amount	Description
07/01	748,287.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	83,960.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	11,972.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	3,026.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	3,026.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	3,026.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	3,026.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/01	924.00	86 TREAS 310 MISC PAY 070122 XXXXX3875860103
07/06	3,026.00	86 TREAS 310 MISC PAY 070622 XXXXX3875860103

Checks (-)

Date	Amount	Check #	Date	Amount	Check #
07/11	3.00	185683	07/22	14.00	185925*
07/01	47.00	185714*	07/15	76.00	185959*
07/11	3.00	185875*	07/11	691.00	185977*
07/07	9.00	185896*	07/11	1,489.25	185978

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Huntington Public Funds Analyzed Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$442,840.07
Days in Statement Period 31		Credits (+)	38,654.30
Average Ledger Balance* 449,595.65		Regular Deposits	2,198.30
Average Collected Balance* 449,484.07		Electronic Deposits	36,456.00
		Debits (-)	71.50
		Return Deposited Items	71.50
		Ending Balance	\$481,422.87

* The above balances correspond to the service charge cycle for this account.

Deposits (+)

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
07/05	319.50	173215699	Brch/ATM	07/28	561.07	173215712	Brch/ATM
07/19	1,317.73	173215706	Brch/ATM				

Other Credits (+)

Date	Amount	Description
07/27	26,040.00	BUS ONL TFR FRM CHECKING 072722 XXXXXX8437
07/27	10,416.00	BUS ONL TFR FRM CHECKING 072722 XXXXXX8437

Other Debits (-)

Date	Amount	Description
07/20	71.50	RETURNED DEPOSIT ITEM

Balance Activity

Date	Balance	Date	Balance	Date	Balance
06/30	442,840.07	07/19	444,477.30	07/27	480,861.80
07/05	443,159.57	07/20	444,405.80	07/28	481,422.87

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Huntington Public Funds Hybrid Checking

Statement Activity From: 07/01/22 to 07/31/22		Beginning Balance	\$104,124.12
		Credits (+)	3,227.89
		Electronic Deposits	3,227.00
		Interest Earned	0.89
		Ending Balance	\$107,352.01
Days in Statement Period	31		
Average Ledger Balance*	104,626.09		
Average Collected Balance*	104,626.09		
* The above balances correspond to the service charge cycle for this account.			

Other Credits (+)

Date	Amount	Description
07/15	0.89	INTEREST PAYMENT
07/27	2,639.00	BUS ONL TFR FRM CHECKING 072722 XXXXXX8479
07/28	588.00	BUS ONL TFR FRM CHECKING 072822 XXXXXX8479

Balance Activity

Date	Balance	Date	Balance	Date	Balance
06/30	104,124.12	07/27	106,764.01		
07/15	104,125.01	07/28	107,352.01		

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Account Number: [REDACTED]
Statement Date: Jul 01, 2022 thru Jul 29, 2022

P.O. Box 42, Clearfield, PA 16830

005802



LAKE METROPOLITAN HOUSING AUTHORITY
189 FIRST ST
PAINESVILLE OH 44077-3111

Summary - All Accounts

Product	Account #	Ending Balance
Tiered Interest Savings	[REDACTED]	\$351,177.34

Tiered Interest Savings - 1306946485

Date	Transaction Description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$351,155.02
Jul 29	Credit Interest		22.32	351,177.34
	ENDING BALANCE			\$351,177.34

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
351,155.02	351,155.02	Jul 01, 2022 - Jul 29, 2022	29	22.32	0.08%	156.37

Interest Rate Summary

Date	Rate%	Date	Rate%	Date	Rate%	Date	Rate%
Jun 16	0.08%						

Overdraft/Returned Item Fees

Fee Type	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Fees	Ending Balance
Jul 01, 2022	351,155.02	0.00	22.32	0.00	0.00	351,177.34

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Account Number: [REDACTED]
Statement Date: Jul 01, 2022 thru Jul 29, 2022

012772



LAKE METROPOLITAN HOUSING AUTHORITY
189 FIRST ST
PAINESVILLE OH 44077-3111

Summary - All Accounts

Product	Account #	Ending Balance
Interest Checking	[REDACTED]	\$212,939.03

Interest Checking - 2201076525

Date	Transaction Description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$212,933.95
Jul 29	Total Interest Paid		5.08	
	ENDING BALANCE			\$212,939.03

LAKE METROPOLITAN
HOUSING AUTHORITY

Deposits and Credits

Date	Transaction Description	Amount
Jul 29	Credit Interest	5.08

Balance Summary

Date	Balance	Date	Balance
Jul 01	212,933.95	Jul 29	212,939.03

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
212,933.95	212,933.95	Jul 01, 2022 - Jul 29, 2022	29	5.08	0.03%	35.80

Interest Rate Summary

Date	Rate%	Date	Rate%
Jun 16	0.03%		

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JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

July 01, 2022 through July 29, 2022
 Account Number 00000 [REDACTED]

00025930 1 AV 00.455



00025930 DRE 001 142 21122 NNNNNNNNNNN T 1 000000000 67 0206 125 P9940

REGIONAL ECONOMICALLY AFFORDABLE
 COMMUNITY HOUSING
 189 1ST ST
 PAINESVILLE OH 44077-3111

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
 Service Center 1-800-242-7338
 Deaf and Hard of Hearing 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls 1-713-262-1679



2106001051700259300000100000000

Important changes: Chase Business Complete CheckingSM

Starting with the October monthly statement period, we're updating the ways you can avoid the Monthly Service Fee, as follows:

If you meet any of the following qualifying activities for each Chase Business Complete Checking account in a monthly statement period, we will waive the \$15 Monthly Service Fee:

- Maintain a linked Chase Private Client CheckingSM account OR
- Meet Chase Military Banking requirements OR
- Fulfill at least one of the following qualifying activities:
 1. Minimum Daily Ending Balance: Maintain a minimum daily ending balance of at least \$2,000 in the Chase Business Complete Checking account each business day during the monthly statement period¹
 2. Chase Payment SolutionsSM Activity: Have at least \$2,000 of aggregate eligible deposits² into the Chase Business Complete Checking account at least one day before the end of the monthly statement period³ using one or more of the following
 - Chase QuickAcceptSM including Chase Smart TerminalSM
 - InstaMed Patient Payments and InstaMed Patient Portal
 - Other eligible Chase Payment Solutions products⁴
 3. Chase Ink[®] Business Card Activity: Spend at least \$2,000 on eligible purchases⁵ in the most recent monthly Ink card billing cycle⁶

¹The monthly statement period for Chase Business Complete Checking ends on the last business day of each month. For the purposes of the Minimum Daily Ending Balance requirement, the last day of the monthly statement period is excluded

²Eligible deposits are net of chargebacks, refunds, or other adjustments.

³The cutoff time for eligible deposits from QuickAccept, InstaMed, and other eligible Chase Payment Solutions, is 11:59 p.m. Eastern Time one day prior to the last day of your Chase Business Complete Checking monthly statement period. For example, if your Chase Business Complete Checking monthly statement period ends on November 30, the cutoff time would be 11:59 p.m. Eastern Time on November 29.

⁴An eligible product has a transaction history that is viewable on Chase Business Online, Chase Connect[®], or J.P. Morgan Access[®].

⁵Eligible purchases must be made using Chase Ink Business Card(s) associated with the same business as your Chase Business Complete Checking account, as reflected in Chase records, and must earn Chase Ultimate Rewards[®] points. Certain purchases and transactions are excluded from earning Chase Ultimate Rewards points, as described in your Rewards Program Agreement available on chase.com/ultimaterewards

⁶The most recent monthly Ink billing cycle will be used if it's different from your Chase Business Complete Checking monthly statement period

CHECKING SUMMARY		Chase Business Complete Checking	
	INSTANCES	AMOUNT	
Beginning Balance		\$37,742.83	
Ending Balance	0	\$37,742.83	

Lake Metropolitan Housing Authority
Vendor Accounting Cash Payment/Receipt Register
RAD - PBRA

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 2022, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
5091	07/14/2022	No	CHK	Charter Communications	July 22 Cable	Yes	\$667.15
5092	07/14/2022	No	CHK	Cintas	Maintenance Uniforms	Yes	\$1,391.32
5093	07/14/2022	No	CHK	Eastern Lake County Chamber of	August 22 Renewal	Yes	\$155.00
5094	07/14/2022	No	CHK	Griffin Technology Group	IT Contract - Jul 22	Yes	\$2,639.24
5095	07/14/2022	No	CHK	HD Supply Facilities Maintenance	PTAC	Yes	\$1,623.09
5096	07/14/2022	No	CHK	META Solutions	VoIP July 22	Yes	\$377.00
5097	07/14/2022	No	CHK	North Coast Tire	Maintenance/Tire Jul 22	Yes	\$49.75
5104	07/19/2022	No	CHK	Active Plumbing Supply	Woodlawn/Maint Supplies	Yes	\$199.37
5105	07/19/2022	No	CHK	Edwards Plumbing - Heating and	WS HVAC	Yes	\$2,338.50
5106	07/19/2022	No	CHK	Griffin Technology Group	Monitors/Admin	Yes	\$823.00
5107	07/19/2022	No	CHK	KONE	July 22 Elevators JT/WS	Yes	\$848.64
5108	07/19/2022	No	CHK	Management Computer Services,	Web Hosting Fee July - Sept 2022	No	\$45.00
5109	07/19/2022	No	CHK	Robert Half	Week end 7/8	Yes	\$627.00
5110	07/19/2022	No	CHK	Seacrist Maintenance, Inc.	July 22 Janitorial Service	Yes	\$400.00
5111	07/19/2022	No	CHK	V&V Youngstown	WS Maint Supplies	Yes	\$47.18
5112	07/19/2022	No	CHK	Xerox Financial Services	Lease Pymt 7/25-8/24	Yes	\$1,351.00
5113	07/19/2022	No	CHK	City of Painesville - Community D	Shed Permit	Yes	\$45.00
5121	07/27/2022	No	CHK	Avenue Auto Clinic	Fusion/Maintenance	No	\$1,027.89
5122	07/27/2022	No	CHK	Blaine Window Hardware, Inc	Window parts	No	\$121.21
5123	07/27/2022	No	CHK	Charter Communications	July 2022	No	\$298.16
5124	07/27/2022	No	CHK	Cintas	Maintenance Uniforms	No	\$47.35
5125	07/27/2022	No	CHK	CSC Service Works	Maint. Supplies	No	\$127.73
5126	07/27/2022	No	CHK	Dominion Energy Ohio	M/F Gas 6/17-7/19/22	No	\$1,049.31
5127	07/27/2022	No	CHK	Griffin Technology Group	VSPHERE 3 yr 8/20/22-8/19/2025	No	\$176.77
5128	07/27/2022	No	CHK	Guardian	08/01-08/31/22	No	\$2,245.00
5129	07/27/2022	No	CHK	HD Supply Facilities Maintenance	PVP Supplies	No	\$4,540.65
5130	07/27/2022	No	CHK	Lake County Board of Commissio	July 2022 Health Ins.	No	\$19,698.42
5131	07/27/2022	No	CHK	Mentor Glass Supply & Repair Co	WS Units 607/610	No	\$715.60
5132	07/27/2022	No	CHK	NFP Corporate Services (OH) Inc.	Jul 22 - Healthcare Consulting	No	\$255.00
5133	07/27/2022	No	CHK	Robert Half	Week end 7/15/2022	No	\$924.00
5134	07/27/2022	No	CHK	Stanley Access Tech LLC	Service/Travel Labor	No	\$220.00
5135	07/27/2022	No	CHK	V&V Youngstown	Maint. Supplies	No	\$235.97
5136	07/27/2022	No	CHK	WEX BANK	July 22 Fuel	No	\$637.05
5137	07/27/2022	No	CHK	Xpress Printing Services Inc.	250 HCV Packets	No	\$687.50
5193	08/29/2022	No	CHK	Air Rite Service Supply	Maintenance Supplies	No	\$243.52
5194	08/29/2022	No	CHK	AT&T	08/13-9/12 Telephone	No	\$741.80
5195	08/29/2022	No	CHK	A-Team Property Maintenance	July 2022 Woodlawn, PVP, JT, LMH	No	\$577.00
5196	08/29/2022	No	CHK	Charter Communications	Admin Cable Aug 22	No	\$298.16
5197	08/29/2022	No	CHK	Cintas	Maintenance Uniforms	No	\$40.70
5198	08/29/2022	No	CHK	City Of Painesville Utilities Office	7/7-8/8/2022	No	\$10,485.10
5199	08/29/2022	No	CHK	Commonwealth Lumber Co.	Maintenance Supplies	No	\$49.76
5200	08/29/2022	No	CHK	Dominion Energy Ohio	Admin 7/19-8/17/22	No	\$2,110.99
5201	08/29/2022	No	CHK	Elite Painting and Pressure Washi	555 Shelby Paint 4br	No	\$1,500.00
5202	08/29/2022	No	CHK	Guardian	9/1-9/30/22	No	\$2,270.76
5203	08/29/2022	No	CHK	HD Supply Facilities Maintenance	(Credit) 9205069103	No	\$6,793.60
5204	08/29/2022	No	CHK	Home Depot Credit Services	July 22 Statement	No	\$901.03
5205	08/29/2022	No	CHK	Huntington National Bank	July 2022 Statement	No	\$4,056.04

Lake Metropolitan Housing Authority
Vendor Accounting Cash Payment/Receipt Register
RAD - PBRA

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 2022, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800

Posted Payments

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
5206	08/29/2022	No	CHK	Johnstone Supply	Maintenance Supply	No	\$17.68
5207	08/29/2022	No	CHK	Kinzua Environmental Inc	Maintenance Supplies	No	\$198.76
5208	08/29/2022	No	CHK	KT's Custom Logos	New Uniforms/Tops/Shirts	No	\$758.73
5209	08/29/2022	No	CHK	Lake County Board of Commissio	August 2022 Health Insurance	No	\$19,698.42
5210	08/29/2022	No	CHK	Lake County Safety Council	FY 2023 Renewal Lake County Safe	No	\$100.00
5211	08/29/2022	No	CHK	Mentor MFG	Hedge Trimmer/Trimmer/Supplies	No	\$670.32
5212	08/29/2022	No	CHK	Nan McKay	Webinar/FSS J Richburg 9/27-9/29	No	\$892.50
5213	08/29/2022	No	CHK	NAPA Auto Parts/Painesville	Roof fans/Parts	No	\$79.96
5214	08/29/2022	No	CHK	Precision Compaction Services, L	WS - Preventive Maintenance	No	\$731.51
5215	08/29/2022	No	CHK	Seacrist Maintenance, Inc.	Aug 22 Janitorial	No	\$400.00
5216	08/29/2022	No	CHK	Sherwin-Williams	Woodlawn	No	\$4,362.35
5217	08/29/2022	No	CHK	Treasurer, State of Ohio	WS Boiler 299774	No	\$136.50
5218	08/29/2022	No	CHK	V&V Youngstown	PVP	No	\$98.79
5219	08/29/2022	No	CHK	WEX BANK	Aug 22 Fuel	No	\$559.10
5242	09/07/2022	No	CHK	21st Century Media-Ohio	Legal Notice (8/1-8/31/22)	No	\$170.05
5243	09/07/2022	No	CHK	Active Plumbing Supply	Maint Plumbing Supplies	No	\$145.17
5244	09/07/2022	No	CHK	Cintas	Cleaning Contract/JT PVP WS Admi	No	\$1,502.09
5245	09/07/2022	No	CHK	Commonwealth Lumber Co.	Maint Supplies	No	\$21.47
5246	09/07/2022	No	CHK	Dominion Energy Ohio	8/17-8/31/22	No	\$88.51
5247	09/07/2022	No	CHK	Grainger	Maint. Supplies	No	\$145.48
5248	09/07/2022	No	CHK	Griffin Technology Group	IT Contract	No	\$1,307.24
5249	09/07/2022	No	CHK	HD Supply Facilities Maintenance	Maint Supplies	No	\$2,678.47
5250	09/07/2022	No	CHK	I A Lewin PE & Company, LLC	JT concrete repairs/sketches	No	\$1,710.00
5251	09/07/2022	No	CHK	KONE	9/1-9/30/22 JT/WS Elevators	No	\$896.32
5252	09/07/2022	No	CHK	Lake - OMJ Center	April 2022-June2022	No	\$216.84
5253	09/07/2022	No	CHK	Major Waste Disposal Services In	Cont. Waste PVP-M/F	No	\$1,380.75
5254	09/07/2022	No	CHK	META Solutions	Sept 22 VoIP Service	No	\$377.00
5255	09/07/2022	No	CHK	Pitney Bowes Global Financial Se	06/30-09/29/2022	No	\$856.89
5256	09/07/2022	No	CHK	Professional Answering Service L	8/25-9/21/22 Service Period	No	\$120.95
5257	09/07/2022	No	CHK	Staples Business Credit	Office Supplies	No	\$1,082.28
5258	09/07/2022	No	CHK	V&V Youngstown	Maint Supplies	No	\$214.38
5259	09/07/2022	No	CHK	Verify Services, LLC	IT Contract	No	\$200.00
5260	09/07/2022	No	CHK	Xpress Printing Services Inc.	Envelopes	No	\$195.00
						Cleared: 16	\$13,582.24
						Uncleared: 64	\$105,134.58
						Total Payments: 80	\$118,716.82

Lake Metropolitan Housing Authority
Vendor Accounting Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: July 2022, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Project Summary		
Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800		
<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
RAD - PBRA - RAD - PBRA	\$118,716.82	\$0.00
Total:	\$118,716.82	\$0.00

Type Summary		
Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800		
<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	80	\$118,716.82
Total:	80	\$118,716.82

End of Report

RESOLUTION NO. 8-2022
**A RESOLUTION AUTHORIZING THE CREATION OF A HOUSING CHOICE
VOUCHER CERTIFICATION COORDINATOR, MULTIFAMILY CERTIFICATION
COORDINATOR, COMPLIANCE SPECIALIST, AND HOUSING QUALITY
STANDARDS INSPECTOR TEAM LEADER AND GIVING THE EXECUTIVE
DIRECTOR THE AUTHORITY TO BOTH ADD THE POSITIONS TO THE
ORGANIZATIONAL TABLE AND TO POST AND HIRE QUALIFIED
CANDIDATES TO FILL THE AFOREMENTIONED POSITIONS.**

WHEREAS, it is the intent and desire of the Members of the Board of the Lake Metropolitan Housing Authority, upon the recommendation of the Executive Director, to approve the creation and hiring of a Housing Choice Voucher Certification Coordinator, Multifamily Certification Coordinator, Compliance Specialist, and a Housing Quality Standards Inspector Team Leader as described in the job descriptions attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The creation of the Housing Choice Voucher Certification Coordinator, the Multifamily Certification Coordinator, and the Compliance Specialist is hereby approved at a Level 7H salary of (\$44,175.31 to \$58,262.52) and the Housing Quality Standards Inspector Team Leader position is hereby approved at a Level S8 hourly pay range of (\$21.97 - \$24.41) as outlined in Exhibit B, to perform the duties described in the job description attached hereto as Exhibit A and incorporated herein. This position may be renewed annually thereafter at a rate of compensation adjusted for inflation by the Executive Director.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under the law.

Passed:

Jeffrey Mackey, Chairperson

Attest:

Eric P. Martin, Secretary



JOB DESCRIPTION EXHIBIT A

Job Title:	HCV Certification Coordinator	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

SUMMARY

The HCV Certification Coordinator provides daily, regular support for HCV Certification Specialists through answering questions, preparing file documentation for EOPs and hearings. The Team Leader oversees the operations of the Housing Choice Voucher Programs and interprets and ensures compliance with HUD and other federal, state, and local rules and regulations; trains new staff; responds to inquiries regarding the Housing Choice Program Voucher Program; maintains records, prepares the assigned reports for management. The HCV Team Leader processes annual and interim re-examinations for current housing choice voucher program participants and maintain a caseload.

ESSENTIAL JOB FUNCTIONS (For purposes of 42 USC 12101)

1. Participates in interviewing applicants, assists is supervising and training new hires; assists in 6 month and annual performance evaluations of staff; schedules and assigns work; monitors the employee work load; ensures daily duties of absent staff are prioritized and reassigned; ensures work is performed in a timely, efficient manner.
2. Reads and interprets HUD regulations, policies, and procedures, and disseminates appropriate information to staff.
3. First line of support for Certification Specialist – specifically, answering questions, getting file documentation ready for EOPs and hearings.
4. Conducts recertification activities with respect to the Housing Choice Voucher program; receives annual documentation and conducts annual re-certification appointments to assess participant eligibility; meets with and interviews existing clients in order to recertify their eligibility; receives annual documentation and conducts annual re-certification appointments to assess participant eligibility; utilizes established formulas to calculate annual and adjusted income for participants.
5. Performs a variety of clerical tasks in order to assist with the efficient operation of the program (e.g., processes paperwork to admit new clients, processes paperwork for interim changes, processes moves, mails out notices and forms, mails out appointment letters, makes phone calls, sends emails, schedules appointments, collects and returns files, makes faxes and scans, etc.).
6. Obtains required documentation for participant file (e.g., reference checks, release forms, employment/income verification, asset verification, etc.).
7. Maintains records and generates reports concerning participants on the HCV program (e.g., number of appointments conducted, number of re-certifications completed, etc.).
8. Responds to all inquiries, concerns, disputes (e.g., tenant/landlord, other agencies, employers, etc.); works on resolutions; refers people to appropriate individual or agencies.
9. Reviews applications, declaration forms and all other documents in the file for completeness and consistency (e.g., HAP contracts, RFTAs, Leases, etc.); conducts analysis and error identification and initiates corrective action; assists applicants/recipients with obtaining additional information necessary to resolve discrepancies.
10. Prepares timely correspondence advising of qualification or non-qualification; advises eligible participants of Housing Authority functions, programs rules and regulations, and their responsibilities.



JOB DESCRIPTION EXHIBIT A

Job Title:	HCV Certification Coordinator	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

11. Determines rental sharing (Lake MHA and participant) and prepares appropriate notifications; reviews and approves leases and related documentation; prepares documents and correspondence and enters accurate data into system; makes appropriate referrals to other community resources/agencies.
12. Conducts quality control of all HCV files that have been processed; audits New Admissions after they are completed by the Housing Coordinator; ensures that HAP, RFTA and Lease are in file, complete and matching; ensures that original application is in file; ensures that rent calculation is correct; ensures that all necessary documentation is in file (e.g., necessary birth certificates, social security cards, ID's, Declaration of 214 Status, etc.); returns file to Housing Coordinator for errors to be corrected.
13. Assists with the investigation of tenant or landlord program abuse; proposes participants for termination in accordance with the Code of Federal Regulations (CFR) and provides all necessary documentation to management necessary for the informal hearing process.
14. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
15. Demonstrates regular and predictable attendance.
16. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
17. Maintains required licensure and/or certification.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Lake Metropolitan Housing Authority.
2. Adheres to Lake MHA's core values of communication, teamwork, respect, empowerment, skill development, and trust during all activities and presentations to meet agency, department, and individual goals.
3. Adheres to Lake MHA's policies and procedures.
4. Strives to improve work processes within and across agency departments.
5. Meets or exceeds the expectations of internal and external customers.
6. Is accountable for the results of work conducted on individual and collaborative levels.
7. Adheres to ethical, confidential and professional standards and requirements of federal and state laws, as well as the policies of licensing and credentialing boards and funders.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT (An example of acceptable qualifications)

Completion of secondary education or equivalent (high school diploma or GED); three (3) or more years of related experience; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position; two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

1. Knowledge of office practices and procedures; Housing Authority/department goals and objectives; Housing Authority/department policies and procedures.



JOB DESCRIPTION EXHIBIT A

Job Title:	HCV Certification Coordinator	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

2. Knowledge of workplace safety practices and procedures; personnel rules and regulations.
3. Knowledge of computer programs including the Microsoft Office Suite and PHA Web.
4. Knowledge of HUD rules and regulations governing public housing programs.
5. Knowledge of community resources and services.
6. Knowledge of state, federal, and local laws and/or regulations.
7. Knowledge of public relations
8. Knowledge of records management.
9. Skill in writing; using correct grammar and spelling.
10. Skill in organization, project management, and recordkeeping.
11. Ability to carry out instructions in written, oral, or picture form.
12. Ability to deal with many variables and determine specific action; ability to exercise independent judgment and discretion.
13. Ability to interpret and explain policies and/or procedures to help others understand and implement same.
14. Ability to pay attention to detail and work accurately on a consistent basis.
15. Ability to add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages.
16. Ability to copy records and complete routine forms; prepare routine correspondence; compile and prepare reports.
17. Ability to respond to routine inquiries from public and/or officials.
18. Ability to communicate effectively.
19. Ability to resolve complaints.
20. Ability to maintain records according to established procedures.
21. Ability to develop and maintain effective working relationships and work closely with others in a team environment.
22. Ability to manage and understand some contact may occur with individuals who are skeptical, uncooperative, unreceptive, hostile, defensive, and/or apprehensive.
23. Ability to adhere to Housing Authority's mission.
24. Ability to pass job-related Housing Authority Assessments.
25. Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.
26. Ability to adhere to a high degree of discretion and confidentiality.



**JOB DESCRIPTION
EXHIBIT A**

Job Title:	HCV Certification Coordinator	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt	Date:	
Approved by:			

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess or be willing to obtain within the first six (6) months of employment all formalized training requirements and the HCV Program Specialist certification. Must possess a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch or twist; finger grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds. The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area. Work is performed in a typical office environment with little exposure to dirt and dust and occasional exposure to outdoor temperatures. The employee works with and around chemicals found in an office (toner, etc.). Has contact with potentially violent or emotionally distraught persons.

This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Lake MHA. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

POSITIONS DIRECTLY SUPERVISED

HCV Certification Specialists

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date



JOB DESCRIPTION EXHIBIT A

Job Title:	MF Certification Coordinator	Reports To:	Programs Supervisor
Department:	Multi-family	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

SUMMARY

The Multi-family Certification Coordinator provides daily, regular support for the Multi-family Specialist(s) through answering questions, preparing file documentation for EOPs and hearings. The Multi-family Certification Coordinator performs interview and screening activities to determine eligibility for the Multi-family program; works with the Housing Coordinator to carry out the day-to-day operations of the program, such as continued eligibility.

ESSENTIAL JOB FUNCTIONS (For purposes of 42 USC 12101)

1. Participates in interviewing applicants, assists in supervising and training new hires; assists in 6 month and annual performance evaluation of staff; schedules and assigns work; monitors the employee work load; ensures daily duties of absent staff are prioritized and reassigned; ensures work is performed in a timely, efficient manner.
2. Reads and interprets HUD regulations, policies and procedures, and disseminates appropriate information to staff.
3. First line of support for Multi-family Certification Specialist(s) – specifically, answering questions, preparing documentation for EOPs and hearings.
4. Works closely with the Applications Clerk/Receptionist to maintain the Multi-family waiting list and applicant files; sends out enrollment packets to new applicants; receives applicant materials; reviews submitted information; establishes applicant file and arranges for enrollment briefings; sends out verifications (previous landlords, employers, social security, etc.); reviews response and updates applicant files after interviews; enters data into computer terminal. Process move-in, lease up of new tenants at all properties.
5. Receives and responds to inquiries and concerns from applicants or other persons on matters related to Multi-family and conducts eligibility interviews and home visits; calculates resident income and deductions and completes necessary forms; recommends approval or rejection of applicant in accordance with established procedures and HUD guidelines.
6. Performs casework including clerical tasks in order to assist with the efficient operation of the Multi-family program (e.g., completes annual and interim redeterminations; receives income change information, determines the necessity for repayment agreements, etc.).
7. Acquires and reviews verification and background checks for program eligibility purposes; prepares eligible applicants for admission to the Multi-family program; explains programs and terms of dwelling leases; makes referrals to other agencies, programs, resident counseling, etc.
8. Prepares monthly, annual, and other periodic reports required by HUD and the Housing Authority.
9. Schedules informal hearings and represents/presents Multi-family side of decision.
10. Coordinate resident volunteers, reviews and approves monthly activity calendar for community room activities.
11. Performs a variety of clerical tasks to support department (e.g., prepares correspondence and forms, maintains records and files, etc.).
12. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
13. Demonstrates regular and predictable attendance.
14. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.



JOB DESCRIPTION EXHIBIT A

Job Title:	MF Certification Coordinator	Reports To:	Programs Supervisor
Department:	Multi-family	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

15. Maintains required licensure and/or certification.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Lake Metropolitan Housing Authority.
2. Adheres to Lake MHA's core values of communication, teamwork, respect, empowerment, skill development, and trust during all activities and presentations to meet agency, department, and individual goals.
3. Adheres to Lake MHA's policies and procedures.
4. Strives to improve work processes within and across agency departments.
5. Meets or exceeds the expectations of internal and external customers.
6. Is accountable for the results of work conducted on individual and collaborative levels.
7. Adheres to ethical, confidential and professional standards and requirements of federal and state laws, as well as the policies of licensing and credentialing boards and funders.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT (An example of acceptable qualifications)

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of related experience; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position; two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

1. Knowledge of office practices and procedures; Housing Authority/department goals and objectives; Housing Authority/department policies and procedures.
2. Knowledge of workplace safety practices and procedures; personnel rules and regulations.
3. Knowledge of computer programs including the Microsoft Office Suite and PHA Web.
4. Knowledge of HUD rules and regulations governing Multi-family programs.
5. Knowledge of community resources and services.
6. Knowledge of state, federal, and local laws and/or regulations.
7. Knowledge of public relations
8. Knowledge of records management.
9. Skill in writing; using correct grammar and spelling.
10. Skill in organization, project management, and recordkeeping.
11. Ability to carry out instructions in written, oral, or picture form.
12. Ability to deal with many variables and determine specific action; ability to exercise independent judgment and discretion.
13. Ability to read, interpret, and implement HUD regulations and guidance related to the job.
14. Ability to interpret and explain policies and/or procedures to help others understand and implement



JOB DESCRIPTION EXHIBIT A

Job Title:	MF Certification Coordinator	Reports To:	Programs Supervisor
Department:	Multi-family	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

same.

15. Ability to pay attention to detail and work accurately on a consistent basis.
16. Ability to add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages.
17. Ability to copy records and complete routine forms; prepare routine correspondence; compile and prepare reports.
18. Ability to respond to routine inquiries from public and/or officials.
19. Ability to communicate effectively.
20. Ability to resolve complaints.
21. Ability to maintain records according to established procedures.
22. Ability to develop and maintain effective working relationships and work closely with others in a team environment.
23. Ability to manage and understand some contact may occur with individuals who are skeptical, uncooperative, unreceptive, hostile, defensive, and/or apprehensive.
24. Ability to adhere to Housing Authority's mission.
25. Ability to pass job-related Housing Authority Assessments.
26. Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.
27. Ability to adhere to a high degree of discretion and confidentiality.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess or be willing to obtain within the first six (6) months of employment all formalized training requirements and the Multi-family Program Specialist certification. Must possess a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch or twist; finger grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds. The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area. Work is performed in a typical office environment with little exposure to dirt and dust and occasional exposure to outdoor temperatures. The employee works with and around chemicals found in an office (toner, etc.). Has contact with potentially violent or emotionally distraught persons.

This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.



**JOB DESCRIPTION
EXHIBIT A**

Job Title:	MF Certification Coordinator	Reports To:	Programs Supervisor
Department:	Multi-family	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Lake MHA. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

POSITIONS DIRECTLY SUPERVISED

Multi-family Certification Specialist(s)

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date



JOB DESCRIPTION EXHIBIT A

Job Title:	Compliance Specialist	Reports To:	Manager of Compliance
Department:	Compliance	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	8/2022

SUMMARY

The Compliance Monitor assists in ensuring the Housing Authority maintains compliance in all programs in accordance with applicable rules and/or regulations; responds to inquiries, questions, and concerns regarding compliance issues. Performs investigations, reporting and implements quality control measures for housing authority programs; performs the monthly SEMAP and MOR audits including QC file audits. Performs clerical and administrative work. May perform eligibility and verification activities, as needed.

ESSENTIAL JOB FUNCTIONS (For purposes of 42 USC 12101)

1. Works in conjunction with agency administration to ensure that the programs are meeting HUD guidelines and operating at efficient levels by providing regular follow up and regular assessments of operations process and procedures pertaining to compliance.
2. Quality Control auditing of tenant files; auditing to SEMAP and MOR standards to ensure program compliance with HUD regulations.
3. Prepares timely monthly report of results of audits.
4. Conducts monthly meetings with staff on file audit findings and provides training to staff members as needed.
5. Assist in recognizing trends and areas of improvement, ensuring efficient workflow, and updating policies and procedures.
6. Assist in answering certification specialist questions regarding rules, policies, and procedures.
7. Completes data entry in the family certification (50058 and 50059) system for submission to PIC and TRACS and generates required reports. Assists programs staff in resolution of reported discrepancies.
8. Monitor state/federal agency websites to ensure utilization of most up-to-date forms and policies.
9. Works with the programs staff to determine debt created by unreported incomes and/or other program violations; determines the necessity for repayment agreements.
10. Assists with program investigations of reported fraud; may schedule and conducts allegation appointments along with program staff and will provide programs staff with recommendations on proper response based on investigation outcome.
11. May act as a representative for informal hearings and/or assist the programs staff with preparation for hearings; reviews case files and prepares departmental recommendations; assists programs staff with compiling hearing packet, etc.
12. Performs a variety of clerical and data entry tasks to update and maintain accurate records' prepares documents and reports, etc.
13. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
14. Demonstrates regular and predictable attendance.
15. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
16. Maintains required licensure and/or certification.

ADDITIONAL DUTIES AND RESPONSIBILITIES



JOB DESCRIPTION EXHIBIT A

Job Title: Compliance Specialist	Reports To: Manager of Compliance
Department: Compliance	Employment Status: Full-time
FLSA Status: Non-exempt	
Approved by:	Date: 8/2022

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Housing Authority.
2. Adheres to the Housing Authority's core values of communication, teamwork, respect, empowerment, skill development, and trust during all activities and presentations to meet Housing Authority, department, and individual goals.
3. Adheres to the Housing Authority's policies and procedures.
4. Strives to improve work processes within and across the Housing Authority departments.
5. Meets or exceeds the expectations of internal and external customers.
6. Is accountable for the results of work conducted on individual and collaborative levels.
7. May be required to work outside of regular business hours.
8. Adheres to ethical, confidential, and professional standards and requirements of federal and state laws, as well as the policies of licensing and credentialing boards and funders.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT (An example of acceptable qualifications)

Bachelor's degree or completion of advanced coursework in business administration, public administration, accounting, or other related field; one (1) or more years of experience and/or training in compliance related position; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position.

Must pass drug screen, employment reference, and criminal history background checks.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

1. Knowledge of office practices and procedures; Housing Authority/department goals and objectives; Housing Authority/department policies and procedures.
2. Knowledge of workplace safety practices and procedures; personnel rules and regulations.
3. Knowledge of computer programs including the Microsoft Office Suite and PHA Web.
4. Knowledge of HUD rules and regulations governing public housing programs.
5. Knowledge of community resources and services.
6. Knowledge of state, federal, and local laws and/or regulations.
7. Knowledge of records management.
8. Knowledge of SEMAP and MOR standards.
9. Skill in typing, word processing, and computer operation.
10. Skill in organization, project management, and recordkeeping.
11. Ability to carry out instructions in written, oral, or picture form.
12. Ability to define problems.
13. Ability to deal with many variables and determine specific action. Exercise independent judgement and discretion.



JOB DESCRIPTION EXHIBIT A

Job Title:	Compliance Specialist	Reports To:	Manager of Compliance
Department:	Compliance	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	8/2022

14. Ability to interpret and explain HUD guidelines, policies and/or procedures to help others understand and implement same.
15. Ability to copy records and complete routine forms; prepare routine correspondence; compile and prepare reports.
16. Ability to respond to routine inquiries from public and/or officials.
17. Ability to communicate effectively.
18. Ability to resolve complaints.
19. Ability to develop and maintain effective working relationships and work closely with others in a team environment.
20. Ability to manage and understand some contact may occur with individuals who are skeptical, uncooperative, unreceptive, hostile, defensive, and/or apprehensive.
21. Ability to adhere to Housing Authority's mission.
22. Ability to pass job-related Housing Authority Assessments.
23. Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.
24. Ability to have a high degree of motivation and self-direction.
25. Ability to adhere to a high degree of discretion and confidentiality

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess a valid State of Ohio driver's license and remain insurable in accordance with the agency's vehicle insurance policy. Housing program certifications within one year of start date.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch or twist; finger grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds. The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area. Work is performed in a typical office environment with little exposure to dirt and dust and occasional exposure to outdoor temperatures. The employee works with and around chemicals found in an office (toner, etc.) and may be exposed to irate or emotionally distraught individuals. The employee must also travel by automobile to Housing Authority facilities, other landlord-owned properties, and offsite events or meetings.

This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.



JOB DESCRIPTION EXHIBIT A

Job Title: Compliance Specialist	Reports To: Manager of Compliance
Department: Compliance	Employment Status: Full-time
FLSA Status: Non-exempt	
Approved by:	Date: 8/2022

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Housing Authority. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

POSITIONS DIRECTLY SUPERVISED

None.

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date



JOB DESCRIPTION EXHIBIT A

Job Title:	Housing Quality Standards Inspector Team Leader	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt	Date:	August 2022
Approved by:			

SUMMARY

In addition to maintaining an inspection caseload, the Housing Quality Standards (HQS) Inspector Team Leader is responsible for the scheduling of all inspections, training of inspection employees, and inspection submissions. The HQS Inspector inspects single and multi-family rental units for compliance with HUD Housing Quality Standards and related housing codes. The HQS Inspector Team Leader works with considerable independence in accordance with Lake MHA and HUD regulations, policies, and procedures. Duties are independently performed with minimal supervision but are subject to subsequent evaluation by management for completeness, accuracy, and compliance with HUD and Lake MHA policies and procedures. Advises clients and owners of Housing Quality Standards and Lake MHA inspection policies and procedures.

ESSENTIAL JOB FUNCTIONS (For purposes of 42 USC 12101)

1. Team Leader duties include scheduling of inspections, training staff, monitoring employee work load, ensures daily duties of absent staff are prioritized, and ensures work is completed in timely, efficient manner. Team Leader also ensures inspection submissions are completed.
2. Performs initial, annual, or special inspections to ensure unit compliance with Lake MHA and HUD Housing Quality Standards.
3. Completes inspection reports, sends correspondence to owners regarding results of inspections.
4. Schedules inspection appointments and responds to requests regarding inspection results and policies. Completes internal inspection logs and other reports to document and track the status and results of inspections.
5. Educates staff and others, as appropriate, regarding HQS requirements.
6. Communicates with staff to inform them of inspection results and any important information obtained at the time of inspection or in any day to day interactions with landlords and tenants.
7. Completes and uploads necessary paperwork for inspection including booklets in a timely fashion.
8. Meets regularly with the Director of Housing to inform and update program information and status changes.
9. Generates accurate, up to date information to report current status of inspection and compliance readiness for inspectors and manager.
10. Forwards daily schedule and previous day's schedule prior to leaving for the day for the Director of Housing to review.
11. Maintains current awareness of new developments in the field by establishing personal networks, reading professional literature, and attending conferences and seminars.
12. Attends and participates in department meetings and follows up on individual and group projects, as assigned.
13. Maintains basic knowledge of Fair Housing Law, Landlord/Tenant Law, as well as Lake MHA's policies and practices.
14. Coordinates with Certification Specialists in matters of mutual concern to clients and landlords.
15. Contributes to team efforts by assisting with other duties, assigned.
16. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.



JOB DESCRIPTION EXHIBIT A

Job Title:	Housing Quality Standards Inspector Team Leader	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	August 2022

17. Demonstrates regular and predictable attendance.
18. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
19. Maintains required licensure and/or certification.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Lake Metropolitan Housing Authority
2. Adheres to Lake MHA's core values of communication, teamwork, respect, empowerment, skill development, and trust during all activities and presentations to meet agency, department, and individual goals.
3. Adheres to Lake MHA's policies and procedures.
4. Strives to improve work processes within and across agency departments.
5. Meets or exceeds the expectations of internal and external customers.
6. Is accountable for the results of work conducted on individual and collaborative levels.
7. Adheres to ethical, confidential and professional standards and requirements of federal and state laws, as well as the policies of licensing and credentialing boards and funders.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT (An example of acceptable qualifications)

Possession of an Associate's degree from an accredited college or university; six (6) months or more of experience and/or training in the management of housing facilities for the physically challenged, elderly, or economically disadvantaged, or equivalent; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position. **Previous supervisory experience preferred – one (1) to three (3) years.**

Must pass drug screen, employment reference, and criminal history background checks.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

1. Basic knowledge of materials, methods, and the tools involved in the construction, replacement or repair of dwelling units and buildings to meet housing quality standards for inspections and inspectors.
2. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, confidentiality, and other office procedures and terminology.
3. Knowledge of computer programs including the Microsoft Office Suite and PHA Web.
4. Knowledge of basic arithmetic and its uses.
5. Knowledge of relevant equipment (use of iPad or similar tablet), policies, and procedures of Lake MHA related to inspections.



JOB DESCRIPTION EXHIBIT A

Job Title:	Housing Quality Standards Inspector Team Leader	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	August 2022

6. Basic knowledge of local, state, or national housing codes for the protection of people, data and property.
7. Speaking and writing skills to convey information effectively and understanding of written documents.
8. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
9. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
10. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
11. Adjusting actions in relation to others' actions.
12. Being aware of others' reactions and understanding why they react as they do.
13. Skills to build outstanding interpersonal relationships.
14. Bringing others together and trying to reconcile differences.
15. Managing one's own time and the time of others.
16. Ability to navigate Lake County.
17. Ability to clearly express and comprehend information and ideas both orally and in writing.
18. Ability to apply general rules to specific problems to produce answers that make sense.
19. Ability to concentrate on a task over a period of time without being distracted.
20. Ability to quickly and accurately compare similarities and differences among sets of inspection results based upon numbers, objects, or patterns.
21. Ability to see details both up close and at a distance.
22. Ability to detect or tell the differences between sounds that vary in pitch and loudness.
23. Ability to remain objective during inspections and not be swayed by tenants and/or landlords.
24. Ability to remain calm and patient when situations escalate.
25. Ability to manage and understand some contact may occur with individuals who are skeptical, uncooperative, unreceptive, hostile, defensive, and/or apprehensive.
26. Ability to work independently without consistently having to be told what to do.
27. Ability to work well with diverse personalities including in team situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Housing Quality Standards Certification, which should be recertified every 5 years minimally is required. A valid Ohio Driver's License with good driving record and proof of insurance is required.

PHYSICAL DEMANDS

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work



**JOB DESCRIPTION
EXHIBIT A**

Job Title:	Housing Quality Standards Inspector Team Leader	Reports To:	Programs Supervisor
Department:	Housing Choice Voucher	Employment Status:	Full-time
FLSA Status:	Non-exempt		
Approved by:		Date:	August 2022

areas; is exposed to possible injury from extremely noisy conditions above 85 db (e.g., lawnmower, shop vacuum); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; has exposure to hazardous driving conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Lake MHA. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

POSITIONS DIRECTLY SUPERVISED

None.

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date

RESOLUTION NO. 9-2022

**A RESOLUTION ADOPTING THE FAMILY SELF-SUFFICIENCY FINAL
RULE ACTION PLAN OF THE LAKE METROPOLITAN HOUSING
AUTHORITY IN ACCORDANCE WITH THE FAMILY SELF-
SUFFICIENCY FINAL RULE THAT BECAME EFFECTIVE JUNE 16, 2022
BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.**

WHEREAS, on May 17, 2022; The Department of Housing and Urban Development, hereinafter referred to as HUD, published the Family Self-Sufficiency Final Rule,

WHEREAS, on June 16, 2022, the Family Self-Sufficiency Final Rule went into effect,

WHEREAS, by September 30, 2022 all entities administering a Family Self-Sufficiency Program must have their Family Self-Sufficiency Final Rule Action Plan submitted to HUD for approval.

WHEREAS, Board approval is required before HUD can adopt and authorize the Lake Metropolitan Housing Authority to administer the Family Self-Sufficiency program as outlined in the Final Rule Action plan attached hereto as Exhibit A.

WHEREAS, the Members of the Board of the Lake Metropolitan Housing Authority have, upon recommendation of the Executive Director, found and determined it necessary to adopt the Lake Metropolitan Housing Authority's Final Rule Action Plan in full form and accordance with the requirements outlined by the Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Final Rule Action Plan of the Lake Metropolitan Housing Authority is hereby approved in full form as outlined in Exhibit A attached hereto.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed:

Jeffrey Mackey, Chairperson

Attest:

I, ERIC MARTIN, CEO/Secretary of the Lake Metropolitan Housing Authority, Lake County, Ohio do hereby certify that the foregoing Resolution 9-2022 was duly passed by vote of the Board of Commissioners for the Lake Metropolitan Housing Authority, Lake County, Ohio at a duly noticed meeting of the Board on this 11th day of May 2022.

Eric Martin, Secretary

SUMMARY OF THE FAMILY SELF-SUFFICIENCY FINAL RULE CHANGES

Lake Metropolitan Housing Authority's FSS Action is required by HUD to be updated based on the FSS Final Rule, which became effective on June 16, 2022. The FSS Action Plan must be submitted to HUD for approval by September 30, 2022. The new rules, new contract of participation, and new action plan can be used once HUD approves. Enrollment of applicants in the program can start again after HUD approval. Current participants will need to sign a new contract for the benefits of the new regulations to apply. It is the decision of current participants to sign the new contract or remain under the original contract.

Funding

- Expands eligibility for program funding from only public housing and voucher programs to now include multifamily (Project-Based Rental Assistance) owners as well
 - PBRA owners have been eligible to run their own programs without HUD funding since the FY15 appropriations
- Codifies Funding Formula: 1:25 ratio for first coordinator and 1:50 ratio for each additional coordinator
- Requires HUD to fund renewals before new/expansion

Enrollment

- Expands eligibility for program enrollment from only the Head of Household to now any adult member of the household (Head of FSS Family) as designated by the family
 - One Contract of Participation (CoP) per family
 - Escrow goes to the adult family member who signed the CoP
- ALLOWS Section 8(y) – HCV Homeownership to be in the FSS program
- Base Contract of Participation (CoP) is now 5 years "from the next rent certification after enrollment" (as opposed to 5 years from effective date)
- "120-day rule" is permanently gone. At enrollment, the most recent effective rent certification must be used to establish the baseline

Escrow

- Adds definitions for "Baseline Annual Earned Income," "Baseline Monthly Rent," "Current Annual Earned Income," "Current Monthly Rent"

- Removes cap on increases in escrow monthly savings for families making between 50% and 80% of AMI
- Forfeited Escrow is no longer returned to the PHA, thus eliminating an incentive the PHA may have to not graduate families. Forfeited escrow now goes to a pot "to be used for the benefit of FSS Families" so may help with barrier reduction

Extensions

- Expands "good cause" for extensions to include participants who are actively engaging in pursuing self-sufficiency goals (not only those who have had an impact that was out of their control)

Graduation

- The "30% rule" as an option for graduation has been removed
- "Welfare-free" requirement is now at graduation, no longer 12 months
- Adds a disposition of the CoP - "Termination with FSS Escrow Disbursement" for families that become disabled or that port in situations where they cannot continue to FSS program, but have not yet met all required goals, etc.



ACTION PLAN FOR THE FAMILY SELF-SUFFICIENCY PROGRAM

**Revised
September 2022**

189 First Street • Painesville, Ohio 44077
440.354.3347 • fax 440.354-5008 • TDD/TTY 711 or 800.750.0750

www.lakehousing.org



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Introduction

The mission of the Lake Metropolitan Housing Authority (Lake MHA) is to advocate for, develop, and sustain affordable housing opportunities for the residents of Lake County. We support and encourage residents to attain self-sufficiency while maintaining a customer-centered focus. Therefore, Lake MHA is pleased to have the opportunity to administer the Family Self-Sufficiency Program (FSS) offered by the Department of Housing and Urban Development (HUD).

The purpose of Lake MHA's FSS Program is to offer families participating in Lake MHA's Housing Choice Voucher Program (including those receiving FUP, VASH, or Mainstream vouchers and those in the Homeownership Program), an opportunity to achieve economic and social independence. Lake MHA's objective is to promote local strategies that coordinate HCV rental vouchers with existing public and private resources to assist extremely low and very low-income families in becoming free of all government assistance.

Lake MHA welcomes the opportunity to encourage and assist clients in increasing their earned income thereby increasing their ability to become economically independent. Lake MHA will maintain inter-agency partnerships to achieve high quality comprehensive service in-house, in addition to outreach programs to ensure comprehensive service delivery. The delivery of services and planning for the FSS Program will be coordinated with various community resources to deliver the highest quality assistance available to clients.

The FSS Program will be administered by the FSS Coordinator. The FSS Coordinator will perform outreach, recruitment, and retention of FSS participants, work on goal setting, case management, and coaching of FSS participants, and track program performance. The FSS Coordinator will also work with community and service partners and meet regularly with the Program Coordinating Committee (PCC). The PCC will be composed of at least one Lake MHA representative (the FSS Coordinator), at least one HCV participant, and Lake MHA's community and service partners. The PCC's primary function is to secure commitments from public and private resources for the operation of the FSS Program within Lake MHA's jurisdiction, including assistance in developing the Action Plan and implementation of the Program.

Families agreeing to participate in the FSS Program must enter into a Contract of Participation (CoP) and an Individual Training and Service Plan (ITSP), which will specify the family’s responsibilities and goals. Lake MHA will create an escrow account for families participating in the FSS program when their earned income has increased since the effective date of their CoP and their rental amount has increased as a result of the income. Families that meet their interim goals identified in their ITSP may withdraw funds from their escrow account to pay for approved uses, such as college tuition, transportation, childcare, and other criteria established by Lake MHA. The CoP is set for a time period of five years, although Lake MHA may extend a CoP for up to an additional two years when “good cause” is demonstrated. The goal of the FSS program is to have families successfully complete their CoP and all ITSPs, which will result in disbursement of the family’s escrow account fund to the family.

This document amends the 2016 FSS Action Plan, in accordance with HUD’s May 17, 2022, final rule implementing the reauthorization of the FSS Program, passed as part of the Economic Growth, Regulatory Relief, and Consumer Protection Act in 2018 (codified, in relevant part, at 24 CFR Part 984). This revised Action Plan will serve as the permanent FSS Action Plan in accordance with 24 CFR § 984.201.

Family Demographics

The Lake MHA Housing Choice Voucher Program has 1534 awarded ACC units. At the time of this update (August 2022) 1203 units are leased. This total includes 22 families with Mainstream vouchers, 17 families with FUP vouchers, 15 families with VASH vouchers, 3 Homeownership Program families, and 9 families under portability billing arrangements.

Race and Ethnicity		Voucher Sizes		Elderly/Disabled Members		Income Bracket	
663	White	516	1 bed	82	Elderly/Non-Disabled	24	Low Income
527	Black	383	2 bed	491	Non-Elderly/Disabled	194	Very Low Income
53	Hispanic	233	3 bed	245	Elderly/Disabled	963	Extremely Low Income
3	American Indian	58	4 bed			8	Over 80% Income
1	Asian	3	5 bed				
		1	8 bed				

The characteristics of the families to participate in the FSS program are drawn from the demographics of current FSS participants (August 2022).

Race and Ethnicity		Voucher Sizes		Elderly/Disabled Members		Income Bracket	
5	White	1	1 bed	0	Elderly/Non-Disabled	0	Low Income
15	Black	8	2 bed	0	Non-Elderly/Disabled	4	Very Low Income
0	Hispanic	7	3 bed	0	Elderly/Disabled	16	Extremely Low Income
0	American Indian	4	4 bed			0	Over 80% Income
0	Asian						

The supportive service needs of families expected to be served include education and training, accelerated skills instruction, job placement, job retention, mentoring, homeownership counseling, financial coaching (including budgeting, banking, credit, debt, and savings), dental care, health care, and mental health care, and assistance paying for child care and transportation. This list of supportive service needs is based on experience with past FSS participants.

Estimate of Participating Families

The FSS Program at Lake MHA had an initial mandatory size of 130 slots. Mandatory slots are reduced as participants successfully complete the Program. At this time, Lake MHA has had 161 FSS graduates since its inception.

Based on the demographics listed above and the composition of the waiting list, Lake MHA estimates that most Lake MHA-assisted families could be reasonably expected to receive supportive services and benefit from the FSS Program. Lake County has a diverse number of supportive services available to families. Lake MHA hopes to serve all families who are interested in participating in the FSS Program. The number of spaces available in the program at any given time, however, will be limited by the program’s resources, including the number of FSS coordinators funded to work with FSS participants.

In recent years, Lake MHA has been funded for one FSS coordinator. The minimum number of participants required to be served based on this funding is 25 participants each year. Lake MHA’s full-time FSS Coordinator will serve at least 25 participants and will strive to serve 50 families.

Eligible Families from Other Self-Sufficiency Programs

Lake MHA expects to enroll in FSS families from the self-sufficiency programs checked in the table below.

Name of Program	Check box if applicable	Number of families each year
Family Unification Program – Family	X	0-1
Family Unification Program – Youth	X	0-1
Foster Youth Initiative		
Resident Opportunity and Self-Sufficiency		
Jobs Plus		
Emergency Housing Voucher		
Veterans Affairs Supportive Housing	X	0-1
Other:		

Incentives to Encourage Participation

Case Management

An incentive to families participating in the FSS Program is the case management support provided by Lake MHA’s FSS Coordinator. The FSS Coordinator will help FSS families gain the skills, training, and education to become financially independent through goal setting and coaching on an individualized basis. The FSS Coordinator will also be able to provide information on and referrals to local services.

Escrow Accounts

Another incentive to families participating in the FSS Program is the ability to earn a tax-free escrow account, created in accordance with the requirements set forth in 24 CFR § 984.305. When participating families experience an increase in rent due to an increase in household earned income, an escrow credit is calculated using the HUD-52652 form. The escrow amount is credited in an account in accordance with HUD requirements. Generally, when a participant’s rent increases as a result of an increase in earned income, the difference (as compared to the original earned income amount in the CoP) is credited to the escrow account. Escrow credits are

calculated by the FSS Coordinator at every interim and annual examination for the family. Written notice of changes to monthly escrow credits are provided to the family and an annual statement of the account balance and interest earned is provided at the end of each fiscal year. In the event of a rounding issue between the HUD form-52652 and agency software, a manually completed HUD form-52652 will be used as the correct escrow amount for the family and documented in the file. FSS families who are not low-income (families whose adjusted annual income exceeds 80% of the area median income) are not entitled to any FSS credit.

Interim Disbursements

Lake MHA may allow for a portion of the escrow account funds to be disbursed to a family when it is determined by Lake MHA that the FSS family has fulfilled certain interim goals established in the CoP and the FSS family needs a portion of the FSS escrow account funds for purposes consistent with or in support of the CoP. The Head of the FSS family must make a request for an interim disbursement in writing. Interim disbursements may only be made during the contract period and for contract related expenses. The following requests may be considered contract related expenses:

1. Emergency car repair or purchase – when transportation is needed for employment or education. Generally, two estimates will be requested for vehicle repairs unless the car is immobile.
2. Costs associated with obtaining a valid driver's license.
3. Educational costs to improve employability.
4. Credit repair/paying old debt, excluding overdue rent and/or utilities, or regular monthly expenses.
5. Business start-up expenses.
6. Other circumstances that assist in ITSP goal actualization, as determined on a case-by-case basis and approved by the FSS Coordinator, HCV Program Supervisor, and Chief Executive Officer.

For interim disbursements, a maximum of 50% of the escrow account may be withdrawn at one time per the approval of the FSS Coordinator, HCV Program Supervisor, and the Chief Executive Officer. No more than three interim disbursements shall be permitted for any participant during their contract term. The escrow money shall be made payable to the agency providing the service and/or goods, and not the FSS participant, unless the agency is unwilling to accept

payment directly from Lake MHA. In those circumstances, at Lake MHA's discretion, the money may be paid to the participant. When an interim disbursement is paid directly to the participant, Lake MHA will request documentation and/or receipts that the money was used as approved. Interim disbursements will not be approved if the family is not current with rent payments. Additionally, unless the interim disbursement was made based on fraudulent information from the family, the family is not required to repay such interim disbursements, even if the family does not complete the CoP.

Final Disbursements

The escrow account will be paid out to the head of the FSS family when the following has occurred:

1. Graduation - The family has met all obligations under CoP, the contract is considered complete (whether at the expiration of the contract term or prior to expiration of the contract term), and the family is in compliance with the terms and conditions of the HCV Program regulations.
2. Termination with Escrow Disbursement - The CoP is terminated and one of the following HUD-established good cause circumstances exists:
 - a. Services that Lake MHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable.
 - b. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless Lake MHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
 - c. An FSS family in good standing¹ moves outside the jurisdiction of Lake MHA, in accordance with portability requirements, for good cause and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible. Good cause circumstances are subject to verification. "Good cause" in this circumstance will mean:
 - (i) Moving to a different jurisdiction for the purposes of employment, education/training, or housing circumstances out the family's control

¹ In accordance with 24 CFR § 984.103, an FSS family is considered to be in good standing when the family is in compliance with their FSS CoP, has satisfied or is current on any debts owed to Lake MHA, and is in compliance with the regulations of the HCV Program.

Should the FSS family owe money to Lake MHA, the family's escrow will be reduced by that amount before prorating the interest income earned and making the final disbursement. The escrow account will be paid out within 30 days after the effective date of graduation or termination of the CoP, unless there is an extenuating circumstance that requires additional evaluation to determine contract completion, including investigating allegations of HCV Program violations. Delays in disbursing /forfeiting escrow will be documented in the FSS family file. The interest for the escrow account will stop on the date the family graduated.

Escrow Forfeiture

A participating family will forfeit their escrow account funds when:

1. The CoP is terminated by mutual consent of the parties, failure of the FSS family to meet its obligations of the CoP without good cause, withdrawal from the program, or termination from the HCV Program.
2. The CoP is completed by the FSS family, but the family is receiving welfare assistance at the time the CoP term expires, including any approved extension.

Any forfeited escrow funds will be used for the benefit of FSS participants in good standing. Specifically, the funds will be used for the following eligible activities as determined by the FSS Coordinator, HCV Program Supervisor, and Chief Executive Officer, depending on the needs of the FSS participants and the amount of escrow available:

1. A class or training open to all FSS participants in good standing, coordinated by Lake MHA, and related to employment preparation and retention skills, financial management skills, or other subject relating to achieving obligations outlined in the CoP.
 - a. When it is determined that funds will be used for this purpose, a notice will be issued to all FSS participants in good standing explaining the availability of the class/training and how and by when a participant must respond to reserve a spot for the class.
2. For transportation, childcare, training, testing fees, employment preparation costs, or other costs relating to achieving obligations outlined in the CoP.
 - a. When it is determined that funds will be used for this purpose, a notice will be issued to all FSS heads of household in good standing explaining

the ability to request up to a particular amount of funds to pay for costs related to achieving obligations outlined in the CoP. Requests must include the purpose for which funds will be used and amount requested. Requests with complete information will be approved on a first come, first served basis until the forfeited escrow funds set for this purpose have been used or unclaimed. Lake MHA will request documentation and/or receipts that the money was used as approved.

3. Training for the FSS Coordinator.

Outreach Efforts

Outreach will be ongoing at each new admission voucher briefing, as well as with each annual income reexamination. FSS information will be posted on Lake MHA's website. Posters, flyers, and brochures will be made available in the Lake MHA waiting room and interviewer rooms. Brochures will be sent to service agencies in Lake County with periodic updates. Periodically, mass mailings and distribution of materials to all eligible participants may occur at the discretion of the Chief Executive Officer or designee. Articles regarding FSS may be included in Lake MHA newsletters.

By notifying every HCV family, Lake MHA seeks to make this opportunity available to all persons, in accordance with Lake MHA's equal opportunity policy.

FSS Family Selection Procedures

FSS clients will be selected from interested, active HCV participants, subject to the selection requirements set forth in 24 CFR § 984.203. It is the policy of Lake MHA to comply with all Federal, State, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the FSS Program on the grounds of race, color, sex, religion, national or ethnic origin, family status, source of income, disability, or perceived gender identity and sexual orientation.

In addition, Lake MHA's FSS staff will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS Program. Should Lake MHA be unable to accommodate a client's request due to undue financial or administrative burdens or the request results in a fundamental alteration of the program, the client will be referred to other agencies that may be able to better assist the client.

The FSS Program will provide all FSS applicants and participants information on fair housing issues. Fair Housing brochures are in the Lake MHA lobby and accessible to all participants of the FSS Program and future applicants. Information on fair housing issues is included in the intake materials provided to all applicants of the FSS Program. The FSS Coordinator will make referrals to fair housing agencies and other agencies that provide advocacy for individuals with disabilities, as needed. The FSS Coordinator will make any referrals needed to ensure that an FSS applicant or participant is able to file a complaint on fair housing issues.

At all times, Lake MHA will select families for participation in the FSS program in accordance with FSS Regulations and HUD guidelines.

If an applicant is not selected for the FSS Program at any time, the applicant will be notified in writing of the reason they were not selected for participation. The notice will state that applicants have the opportunity to appeal the decision by making a request for an informal hearing within ten (10) business days of the date of the notice. All hearings shall be conducted in compliance with Lake MHA's Administrative Plan regarding informal hearings.

FSS Waiting List and Program Intake

Should it become necessary due to the volume of applicants and/or the current program size being filled, Lake MHA will maintain an FSS waiting list. Once an application for the FSS Program has been received, the following actions are taken:

1. The family's application will be date stamped when received by the Lake MHA office.
2. The application is entered into the FSS waiting list according to the date stamp and given a waiting list number.
3. The FSS Coordinator will ensure the family is a part of the HCV Program before entering them into the FSS waiting list.
 - a) If the family is not currently part of the HCV Program, the family will be sent a letter explaining they are not eligible for the program.
 - b) If the family is a pending New Admission to the HCV Program, the application will be placed on hold until such time that their unit is approved and they are leased up and receiving housing assistance.
 - c) Any person who previously participated in the FSS Program at Lake MHA, whether the participant graduated or exited without graduating, will not be eligible for future FSS participation and will have their application withdrawn by written notification.
 - d) An applicant with an outstanding debt owed to Lake MHA will be permitted to participate in the FSS Program, provided they are in full compliance with the terms of their repayment agreement.
4. Prior to scheduling the family for FSS intake appointments, the following actions are taken:
 - a) The Coordinator will check to ensure the family is still on the HCV Program.
 - b) The Coordinator will check to see if the family is under termination. If the family is under termination, the application will be placed on hold until the informal hearing results are known.
 - c) If the family is no longer participating in the HCV Program, the family will be sent a letter informing them they are not eligible and their name will be removed from the waiting list.

Selection Preference

Lake MHA will give a selection preference for up to ten percent of Lake MHA's FSS Program slots (five FSS slots) to any eligible participant who is porting into Lake MHA from another jurisdiction and is actively participating in the FSS program at the initial Housing Authority (has an active FSS CoP). Applicants within this preference will be selected based on the date and time of application to the FSS Program. The FSS Coordinator will contact the initial Housing Authority's FSS program coordinator to ensure that the client is actively participating in the program. A porting family with an active FSS CoP may fill the other FSS Program slots when selected from the waiting list based on the date and time of their application. If all FSS slots are full at the time an incoming portable family with an active FSS CoP expresses interest in utilizing the port option, the FSS Coordinator will contact the initial Housing Authority's FSS program coordinator and the porting family to discuss the benefits and disadvantages of porting and the options for placement on Lake MHA's waiting list, continuing in the initial Housing Authority's FSS program, or completing or terminating their CoP prior to porting to Lake MHA.

Any FSS applicants not selected via the selection preference for incoming portable families with an active FSS CoP will be selected for the FSS Program on a first come, first serve basis, based on the date and time of their application, as described above.

Screening for Motivation

The FSS enrollment process includes two intake appointments between the FSS Coordinator and the applicant. When intake appointments are scheduled, the following actions are taken:

1. The FSS Coordinator will send a letter scheduling the applicant for two intake appointments. A personal self-assessment form, verification information form, and FSS Program orientation materials will be sent with the appointment letter. It is requested that the applicant return the completed forms for review at the first intake appointment.
2. Should the applicant fail to attend a scheduled intake appointment without a prior request to reschedule, the FSS Coordinator will attempt to reschedule the missed appointment. Failure to attend the rescheduled appointment without prior notice will result in the FSS application being withdrawn.

3. The FSS Coordinator will conduct a Needs Assessment to identify the strengths and needs of the family, to determine the appropriateness of the program to the applicant, and to screen for motivation. The applicant will be given two pre-selection tasks to complete prior to the second intake appointment. All applicants are given the same motivational tasks – a) to complete a Personal Goal Setting Worksheet within 7 days of the first intake appointment and, (b) provide a resume at their second intake appointment. Lake MHA screens motivation by completion of these tasks by the assigned due date.
4. If the applicant has not completed the tasks due to extenuating circumstances, and has notified the FSS Coordinator, the FSS Coordinator may request the applicant to provide verification that pre-selection tasks were not completed due to personal or dependent medical situations, lack of available service necessary to complete tasks, or inability to complete tasks due to a disability. The FSS Coordinator may provide additional time for completion due to the extenuating circumstances, generally not to exceed an additional 7 days.
5. At the second meeting, if the applicant has successfully completed the pre-selection tasks, the CoP and ITSP are finalized and signed and the applicant signs an Agreement to Succeed. If the applicant does not wish to participate in the FSS Program or fails to complete tasks in accordance with the steps outlined above, then the applicant's FSS file will be closed and the applicant notified in writing that their application has been withdrawn.

Case Management Activities and Supportive Services

Contract of Participation (CoP) and Individual Training and Services Plan (ITSP)

Each family participating in FSS must execute a CoP with Lake MHA. Only the head of the FSS family signs the CoP, but other family members may have Individual Training and Services Plans (ITSP) by mutual agreement of the participating family and the FSS Coordinator. The head of the FSS family can be any adult member of the household who is chosen by the family to act as the head of the FSS family. The head of the FSS family does not have to be the head of household for the HCV Program. The household will be required to sign a form designating which adult member of the household will act as the head of the FSS family. The household may agree to change the adult designated as the head of the FSS family during the term

of CoP by signing a new designation form, which will then be reflected in the CoP. In this circumstance, the CoP start and end dates and baseline will not change.

Similarly, if the head of the FSS family ceases to reside with other family members in the assisted unit, the remaining members of the FSS family, after consultation with Lake MHA, will have the right to designate another family member as head of the FSS family to receive the funds in accordance with the regulations by signing a new designation form. This change will need to be reflected in the CoP and the FSS Coordinator may reassess the family's needs.

The CoP describes the responsibilities for the participant family including mandatory goals, ITSPs, and the circumstances resulting in termination from the program. There are two mandatory goals that are part of the CoP. First, the head of the FSS family is required to seek and maintain suitable employment. Lake MHA generally defines "suitable employment" as full-time employment, employment averaging 30 hours per week, or part-time employment with part-time enrollment in a school/training program. Employment less than 30 hours a week may also be considered suitable. Ultimately, the determination of what constitutes "suitable employment" for each family member with a goal of seeking and maintaining it will be made by Lake MHA, with the agreement of the affected participant based on the participant's skills, education, job training, and receipt of other benefits, and the available job opportunities within the community.

Second, all family members must be free from cash welfare assistance at the time of graduation. Any other goals established will be established by mutual agreement of the FSS Coordinator and the participant in the participant's ITSP.

An ITSP for each participant, developed based on the Needs Assessment, Personal Self-Assessment, and Personal Goal Setting Worksheet, will be attached to the participant family's CoP. The goals established should be realistic and may vary greatly between individuals due to the differing needs of participants. Participants will be assessed on a case-by-case basis.

Modifications may be made to the ITSP as needs change and if goals are no longer appropriate or obtainable. Existing goals may be changed or removed and new goals may be added. There is no limit on the time or number of modifications that

can be made to an ITSP; however, modifications must be made in writing, by mutual agreement between the FSS Coordinator and the FSS participant.

The CoP goes into effect on the first day of the month following the execution of the CoP. Each FSS family is required to fulfill CoP obligations no later than five years after the first reexamination of income (interim or annual reexamination of income) after the execution date of the CoP. When an expiration date is added to the CoP both Lake MHA and the head of the FSS family must sign an amendment that states the new date.

The CoP may be extended for a period of up to two years for good cause. Families may request up to two one-year extensions. Requests for extensions must be made in writing by the head of the FSS family, prior to the CoP's expiration date and contain a description of the need for extension. "Good cause" may include:

1. Circumstances beyond the family's control such as death in the family, serious illness, or medical emergency;
2. Involuntary loss of employment including lay off, national or natural disasters, strikes, closing of business, or serious illness of a family member. Termination for nonperformance is not grounds for an extension.
3. The active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension, such as completion of a college degree during which the participant is unemployed or under-employed or credit repair toward being homeownership ready.
4. The FSS family will not be free from cash welfare at the end of the CoP term, but is likely to become free from cash welfare during the extension.

Case Management

The role of the FSS Coordinator includes advocating for the participant with service providers and being sensitive to the concerns and needs of low-income families. The FSS Coordinator uses a variety of means to maintain contact with FSS participants. That contact may include telephone calls, emails, letters, and face to face contact.

FSS participants are required to maintain contact with their FSS Coordinator. Repeated failure to respond to the FSS Coordinator will be grounds for termination from the FSS Program. All participants are requested to contact their FSS

Coordinator on a regular basis to provide updates on progress in completing goals and meeting needs. Participants who consistently fail to maintain contact shall be notified by mail of failure to do so and a request will be made for the participant to contact the FSS Coordinator immediately. Failure to respond to three contacts (of any combination of telephone calls and notices) may result in proposal for termination from the FSS Program.

The FSS Coordinator will meet at least annually with each participating family to review the ITSPs and goal progress, and make recommendations for modifications in the ITSPs or to service providers. Interim appointments will be set up to discuss emergent needs of participants as they occur. Clients will receive additional referrals to supportive services as needed.

The FSS Coordinator will track the progress of participants. Goal progress and completion will be documented and maintained in the FSS family's file. Acceptable documentation of goal progress and completion may include, but is not limited to, paystubs from an employer, a letter from an employer, a service provider, or a college, university, or training program documenting start and end date, enrollment, completion, etc. A self-certification may be used when third-party documentation is unavailable.

Participants of FSS will be referred to an array of supportive services, if desired and based on identified needs of the family. These needs will be identified through the completion of the Needs Assessment and through ongoing contact with the participating family.

Supportive Services: Community Resources and Partnerships

Lake MHA meets regularly with the Program Coordinating Committee (PCC) in an effort to secure resources for participating families. All FSS participants will be provided information listing local resources, including addresses and telephone numbers. Information regarding service providers will be made available to all participants at appointments, by telephone, e-mail, or other written request. Lake MHA maintains a partnership with many service providers who can provide job placement, job search assistance, skills training and education, assessment services, child care assistance, transportation, financial empowerment, debt resolution and credit repair, homeownership preparation, and health and mental health care.

These service providers include:

- Ohio Means Jobs-Lake County
- Lakeland Community College
- Crossroads
- ABLE
- Salvation Army
- Job & Family Services (JFS)
- Lifeline
- Laketran
- Key Bank
- Project Hope
- Forbes House
- Sexual and Reproductive Health Services
- Extended Housing
- Goodwill Industries
- OSU Extension Office

FSS Coordinators shall, upon request, use available resources to procure any information regarding assistance that clients may need in order to complete FSS goals. FSS Coordinators will maintain effective relationships with representatives from the service providers listed above as well as any other agency or program which may provide assistance to clients in completing goals.

When available, FSS Coordinators may offer resources and services, including: (1) job search materials and notices; (2) resume development and evaluation; (3) credit report evaluation; (4) homeownership opportunities; and (5) financial literacy education information.

Active FSS participants who are transitioning into the Homeownership Program will receive a preference on the Homeownership wait list.

Method for Identification for Family Support Needs and Delivering Appropriate Support Services

Identifying Family Support Needs

Supportive services needs are identified by completion of the Needs Assessment with the FSS coordinator before completion of the initial Individual Training and Services Plan (ITSP), which occurs prior to signing the CoP. After enrollment in the FSS program, a Needs Assessment may also be used to modify the ITSP and supportive services, if requested by the family.

Delivering Appropriate Support Services

All families who participate in the FSS program will receive coaching services from the FSS Coordinator. The FSS Coordinator will help FSS families to understand the benefits of participating in the FSS program and how the program can help the family achieve its goals, identify achievable, but challenging interim and final goals for participation, break down the goals into achievable steps, identify family strengths and skills, understand the needs the family has for services and supports that may help the family make progress toward their goals, overcome obstacles, and access community services through appropriate referrals.

Transitional Supportive Services

After graduation and at the request of the former head of the FSS family, Lake MHA may provide the former FSS family appropriate coordination of FSS supportive services which are needed to become self-sufficient, so long as the family is still a participant in the HCV Program. Subject to limitations on staff capacity, Lake MHA

will try to help these families with appropriate referrals. The time spent on these referrals will not be covered by funds designated by HUD to support the FSS program.

Completion of the CoP

The CoP will be considered complete and the final escrow disbursed when the FSS family has fulfilled all their obligations under the CoP, on or before the expiration date of the contract (including extensions) and they are in compliance with their lease and family obligations under the HCV Program. This means the family has provided documentation that they have completed their ITSP goals satisfactorily and all family members are free from cash welfare assistance. Lake MHA will require third-party verification to document completion of ITSP goals. If third-party verification cannot be obtained, self-certification may be used as verification to document completion of ITSP goals.

Termination of the CoP

Involuntary Termination

Lake MHA may involuntarily terminate a family from the FSS Program under the following circumstances:

1. If the participant fails to meet their obligations under the CoP, the ITSP, and related documentation. Noncompliance includes:
 - a) Missing scheduled meetings, failure to return documentation, phone calls, and/or maintain contact after written notification of non-compliance;
 - b) Failure to work on activities and/or goals set forth in the ITSP, including employment activities;
 - c) Failure to complete activities and/or goals within the specified time frames;
 - d) moving out of the jurisdiction without a determination that there is good cause to terminate the CoP with escrow disbursement; and/or
2. If the participant's housing assistance is terminated.

Participants who fail to meet their obligations under paragraph 1. above, as determined by an FSS coordinator, will be given the opportunity to attend a required meeting with the FSS Coordinator or assigned Lake MHA representative to review the situation. At this meeting, a review of the CoP, ITSP, and all related documentation will be conducted, and amendments will be made as necessary (within HUD guidelines) to allow for changes in circumstances. Failure to contact the FSS Coordinator to schedule this meeting within ten (10) business days of a written request by the FSS Coordinator to set up this a meeting or failure by the FSS Head of Household to attend this meeting without some type of correspondence to clarify the issue(s), may lead to termination from the program. The FSS Coordinator will also attempt to contact the participant via phone, text, in person and/or email prior to the review meeting. Participants who remain out of compliance after this meeting will be subject to termination from the FSS program.

If the initial meeting does not resolve the problem, or if the meeting is not requested by the family within the required period, notification of termination will be made to the family by letter stating:

1. The specific facts and reasons for termination;
2. A statement informing the family of their right to request an informal hearing and the date by which this request must be received;
3. A statement informing the family that termination from the FSS program for the reasons stated therein will not result in termination of the family's housing assistance.

All hearings will be conducted in compliance with Lake MHA's Administrative Plan regarding informal hearings. Failure to request a hearing in writing by the deadline will result in closure of the family's FSS file and all rights to a hearing will be waived. All escrow money held on the family's behalf will be forfeited in accordance with HUD regulations. Housing assistance will not be terminated based on non-compliance with the FSS program. The current amount of escrow in the family's escrow account will be included in the letter.

[Voluntary Termination](#)

Participants may also be terminated from the FSS Program under the following circumstances:

1. Mutual consent of both parties; and/or
2. The family's withdrawal from the program.

Termination with Escrow Disbursement

In most cases, families whose FSS contracts are terminated will not be entitled to disbursement of their accrued FSS escrowed funds. However, the CoP may also be terminated with an escrow disbursement when Lake MHA has determined and documented that the circumstances described in the Final Disbursement section, above, exist.

Assurance of Non-Interference

Participation in the FSS Program is voluntary. A family's decision on whether to participate in FSS will have no bearing on Lake MHA's decision of whether to admit the family into the HCV Program. The family's housing assistance will not be terminated based on whether they decide to participate in FSS, their successful completion of the CoP, or on their failure to comply with FSS program requirements.

Lake MHA will ensure that the voluntary nature of FSS Program participation is clearly stated in all FSS outreach and recruitment efforts.

Timetable for Implementation

Lake MHA filled its mandatory slots and met all previous timetable deadlines and requirements for program implementation. Lake MHA will continue to administer a voluntary program per this FSS Action Plan. The FSS Coordinator will conduct outreach activities and work with community services providers and the PCC to ensure the minimum program size is met.

Coordination of Services

Certification of Coordination

Development of the services and activities under the FSS Program has been coordinated with programs under title I of the Workforce Innovation and Opportunity Act 29 U.S.C. 3111 et seq., and other relevant employment, child care, transportation, training, education, and financial empowerment programs in the

area. Implementation will continue to be coordinated, in order to avoid duplication of services and activities.

Program Coordinating Committee

The principal vehicle for ensuring ongoing coordination of services is the PCC, which has been established in accordance with FSS regulations to assist in securing commitments of public and private resources for the operation of the FSS Program. Among other responsibilities, the PCC will help the FSS program to identify and build strong referral relationships with providers of supportive services that meet the needs of FSS participants. The PCC will also be consulted in developing program policies and procedures.

The PCC will meet on a quarterly basis and may conduct business on an as-needed basis via email or telephone conferences. The PCC includes the following representatives:

1. One or more FSS Program Coordinators;
2. One or more participants from each HUD rental assistance program served by the FSS program; and
3. Representatives from a variety of agencies and individuals, which include but are not limited to Job & Family Services, Lakeland Community College, Crossroads, ABLE, Salvation Army, Lifeline, Laketran, Key Bank, Project Hope, Forbes House, Sexual and Reproductive Health Services, Extended Housing, Goodwill Industries, OSU Extension Office

FSS Portability

Portability in the Initial 12 Months

FSS participants may not exercise portability within the initial 12 months after signing a CoP. Lake MHA will consider exceptions to this policy for purposes of reasonable accommodation or reasons related to domestic violence, dating violence, sexual assault, or stalking.

Moves into the PHA's Jurisdiction

If an FSS participant moves into Lake MHA's jurisdiction, they will be admitted in good standing into the Lake MHA's FSS program unless Lake MHA is already serving the number of FSS families identified in this FSS Action Plan and determines that it does not have the resources to manage the FSS contract.

Regardless of whether Lake MHA is able to receive an incoming family from another jurisdiction into the FSS program, Lake MHA will agree to allow and support porting families to remain in their initial PHA's FSS program after porting housing vouchers if the initial PHA requests that the family remain in the initial FSS program and can demonstrate the family is able to fulfill its responsibilities under the initial CoP, the move in jurisdictions notwithstanding.

FSS Termination with Disbursement for Porting Families

If an FSS family seeks to move to a jurisdiction that does not offer an FSS program, Lake MHA will closely examine the family's progress to determine if it would be appropriate to exercise FSS Termination with Disbursement as discussed above in the sections on Termination and Final Disbursement.

Where continued FSS participation is not possible, Lake MHA will discuss the options that may be available to the family, depending on the family's specific circumstances, which may include, but are not limited to, modification of the FSS contract, termination of the FSS contract and forfeiture of escrow, termination with FSS escrow disbursement in accordance with 24 CFR § 984.303(k)(1)(iii), or locating a receiving PHA that has the capacity to enroll the family into its FSS program.

Reasonable Accommodations, Effective Communications and Limited English Proficiency Requirements

Requests for Reasonable Accommodations

A person with disabilities may request reasonable accommodations to facilitate participation in the FSS program. Requests will be considered on a case-by-case basis. Requests may be made and will be addressed in accordance with Lake MHA's Administrative Plan.

Request for Effective Communications

A person with disabilities may request the use of effective communication strategies in order to facilitate participation in the FSS Program. Requests will be addressed in accordance with Lake MHA's Administrative Plan.

Limited English Proficiency

Lake MHA will comply with HUD requirements to conduct oral and written communication related to the FSS Program in language that are understandable to people with Limited English Proficiency. For more information, see Lake MHA's Administrative Plan.