



# CHEBOYGAN HOUSING COMMISSION

659 Cuyler Street, Cheboygan, MI. 49721

Phone: 231.627.7189 Fax: 231.627.5772 cheboyganhousing@gmail.com

## APPLICATION

Board of Commissioners

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**Thank you for your interest in the Cheboygan Housing Commission. Your support in our mission to provide decent, safe and affordable housing is appreciated.**

### ATTACHMENTS

'Lead the Way' Quick Reference for Board of Commissioners

Authorization for Background Check

### DIRECTIONS

- Part 1: Review the attached 'Lead the Way' Quick Reference for Board of Commissioners,
- Part 2: Read the 'COMMISSIONERS POLICY'
- Part 3: Complete the conflict of interest questions before applying
- Part 4: Application must be fully completed and signed
- Authorization for background check must be fully completed and signed

If accepted, you will be contacted by the Cheboygan Housing Commission and a request for your appointment as a volunteer citizen commissioner will be submitted to the City Manager. Commission begins on the day of appointment. Commissioners must be sworn in by the City Clerk prior to attendance at first meeting.

The Cheboygan Housing Commission Board of Commissioners meets the Third Wednesday of each month at 12noon in the Gerald Charboneau Community Room located behind the Housing Commission's offices at 659 Cuyler Street.

**Return your completed application to the Cheboygan Housing Commission office at 659 Cuyler, Cheboygan, MI 49721. Questions may be directed to our office.**

### OFFICE USE ONLY:

Tenant Board Seat: Yes No      Tenants Notified Date: \_\_\_\_\_      Tenant App Rc'vd w/in 60days: Yes No

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Accepted      Declined      File/Save

Background Check Recommended Appointed Date: \_\_\_\_\_ Term End Date: \_\_\_\_\_ Extend Date: \_\_\_\_\_

### NOTES:

Added to HAI Date: \_\_\_\_\_  Resignation/Removed from HAI Date: \_\_\_\_\_





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## 1. QUICK REFERENCE FOR BOARD OF COMMISSIONERS

Please see attachment

## 2. COMMISSIONERS POLICY

WHEREAS: Pursuant to Public Act No. 18 of the Extra Session of 1933, State of Michigan as amended, the Cheboygan Housing Commission was created by the City of Cheboygan to enable that its citizens will be provided the opportunity to live in decent, safe and affordable housing, and,

WHEREAS: The City Manager is judged the source for appointing Housing Commissioners as stipulated in the Cheboygan City Charter for terms of five (5) years, and this appointment is bestowed on an upstanding resident of the School District of Cheboygan, and,

WHEREAS: This appointment is deemed an honor and a privilege, the appointed commissioner is expected to take an active part in setting policy and overseeing the operation of the Cheboygan Housing Commission, and,

WHEREAS: The importance of regular attendance at meetings is greatly stressed in order for the business of the commission to proceed in the most efficient manner possible, the commission shall deem absences in excess of five per year as excessive and the Executive Director shall request the City manager remove that member and appoint a replacement.

## 3. CONFLICT OF INTEREST (ACC/HUD-53012)

Landlords and participants in the PHA programs may not serve on the board.

PHA contractors, subcontractors, agents or other individual or entity has any direct or indirect interest (including the interest of any immediate family member), while such person is a covered individual or entity or during one year thereafter. "Immediate family member" means the spouse, parent, child, grandparent, grandchild, sister, or brother of any covered individual. "Covered individual or entity" means an individual or entity that is a member of any of the following classes:

(1) A member, officer or director of the PHA, or other PHA official with administrative functions or responsibility concerning contract administration under the ACC.

(2) If the PHA is an instrumentality of a governmental body: A member, officer or director of such governmental body. A member, officer or director of any entity that holds a direct or indirect interest in the instrumentality entity.

(3) An employee of the PHA.

(4) A PHA contractor, subcontractor or agent with administrative functions or responsibility concerning contract administration under the ACC, or any principal or other interested party of such contractor, subcontractor or agent.

(5) An individual who has administrative functions or responsibility concerning contract administration under the ACC, including an employee of a PHA contractor, subcontractor or agent. (6) A public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities concerning contract administration under the ACC.



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The PHA requires any covered individual or entity to disclose his, her or its interest or prospective interest in any contract, subcontract or other arrangement in connection with contract administration under the ACC to the PHA and HUD.

**Please disclose interests here if there are none, please state NA:**

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## 4. APPLICANT QUESTIONNAIRE

How long have you lived in Cheboygan? \_\_\_\_\_

Please give a brief summary of your educational and work background:

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Please tell us about any previous civic or service club involvement:

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Why are you interested in serving on our board?:

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**By signing below**, you are indicating that you have read and accept the 'Lead the Way' Quick Reference for Board of Commissioners document (1), the 'Commissioners Policy' (2), and that your participation in the Cheboygan Housing Commission would pose no ethical or other conflicts of interest (3). Your signature here provides testament that all information provided is true and accurate. The Cheboygan Housing Commission will conduct a background search of criminal records before recommending your appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date