



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, November 22, 2019 at 8:00 A.M.

LOCATION:
SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684



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Traverse City
Housing Commission
a Public Housing Authority

MEETING AGENDA

November 22, 2019



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, NOVEMBER 22, 2019 AT 8:00 A.M.**

THIRD FLOOR COMMITTEE ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: NOVEMBER 20, 2019

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately. Please note that the Traverse City Housing Commission is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

AGENDA

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III PUBLIC COMMENT**
- IV CONSENT AGENDA**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Agenda be removed from and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If an item is not removed from the Consent Agenda the action noted on the Agenda is approved by a single Commission action adopting the Consent Agenda (*all items on the Consent Agenda are printed in italics*).

- A. *Consideration of Approval of November 1, 2019 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for October 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for November 2019: Approval Recommended.*

D. *Review & Acceptance of Financial Statements for October 2019: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: October 15, 2019
- B. Governance & Compliance Committee Meeting: October 18, 2019

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: November 2019
- B. Family Self-Sufficiency (FSS) Program Report: November 2019
- C. Resident Council Report: November 2019

VII OLD BUSINESS

- A. 2020 Consolidated Budget: Review of October 2019
- B. TCHC Policy Review Schedule: Review
- C. Memorandum on RAD Update: Review

VIII NEW BUSINESS

- A. Memorandum on Calendar Year 2020 Schedule of Meetings: Action Requested
- B. Resolution to Adopt Schedule of Utility Allowances: Action Required
- C. Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)
- D. Presentation of Certificate to Outgoing Commissioner

IX CORRESPONDENCE

- A. November 16, 2019 Record Eagle Article entitled, "BATA Needs New Home"
- B. November 19, 2019 HUD Letter on HCV Year-End Funding Request
- C. City of Traverse City Press Release on Seeking Applicants for Board Openings

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: To Be Determined – January 2020



**Traverse City
Housing Commission**
a Public Housing Authority

CONSENT AGENDA

November 1, 2019 Regular Meeting Minutes

Schedule of Disbursements for October 2019 for
Public Housing & HCV Section 8 Programs

Payment of Invoices for November 2019

Financial Statements for October 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission
November 1, 2019

A Regular Meeting of the Traverse City Housing Commission was called to order by President Heather Lockwood at Riverview Terrace Apartments – Third Floor Community Room, 150 Pine Street, Traverse City, Michigan at 8:02 A.M.

I ROLL CALL

The following Commissioners were present: Jim Friend, Heather Lockwood, Sarah Lucas, Roger Putman, and Andy Smits.

Staff: Tony Lentych, Executive Director, and Martha Falk, Intern.

Residents: Ellen Corcoran, Gene Homminga, Norma Loper, and Jeff Turner.

Guests: Judy Cecil, Steve Mora, and Kay Serratelli.

II APPROVAL OF AGENDA

Commissioner Smits moved (Putman support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

Staff introduced Steve Mora, the Project Manager of the Construction Project underway on the property to the North of Riverview Terrace. He made some introductory remarks and thanked the residents for their patience and understanding. He noted the camera on the roof that is taking photos and producing a video of the progress.

Norma Loper introduced her sister, Judy Cecil, who is visiting her while her apartment is being renovated during her public housing commission's RAD conversion.

IV CONSENT AGENDA

Commissioner Putman moved (Friend support) to approve the Consent Agenda as presented in the November 1, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the September 27, 2019 Regular Meeting.
- B. Schedule of Disbursements for September 2019 for Public Housing and Housing Choice Voucher / Section 8 Programs.
- C. Payment of Invoices for October 2019.
- D. Financial Statements for September 2019.

V COMMITTEE REPORTS

- A. The meeting minutes from the October 18, 2019 Executive & Finance Committee meeting were presented. There was no discussion as staff noted that most of the items discussed at the meeting will be presented under New Business.

- B. The meeting minutes from the October 17, 2019 Governance & Compliance Committee meetings were presented.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director’s October 2019 Report was presented. There was a brief conversation about the HCV program.
- B. The October 2019 Family Self-Sufficiency Report was presented and accepted.
- C. The October Resident Council Reports were presented and accepted. Elections are going to be held in November and it was noted that the By-Laws were recently amended and updated.

VII OLD BUSINESS

- A. The FY 2020 Consolidated Budget was presented and reviewed for the month of September. Revenues and Expenses are continuing to track accordingly. It was noted that legal fees are above where we thought they would be at this time but this was due to the ongoing issues at Orchardview.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. Staff presented a memorandum on activities with the RAD Program and presented a new FAQ issued by HUD.

VIII NEW BUSINESS

- A. A Resolution to adopt the revised TCHC Petty Cash Account Policy was presented by staff. Commissioner Smits moved (Lucas support) to adopt the resolution. There was a brief discussion summarizing the policy review process and how the changes bring the policy to in line with current operations and appropriate accounting rules and regulations.

Roll Call

Putman	Yes
Lockwood	Yes
Smits	Yes
Lucas	Yes
Friend	Yes

The resolution was adopted. It will be recorded as Resolution No. 2019-17.

- B. This item was pulled from consideration at this time.
- C. As Certificate of Appreciation and a small plaque was presented to Andy Smits in recognition of his Term of Service to the Traverse City Housing Commission. It was noted that no federal funds were used for this purpose.

IX CORRESPONDENCE

Several items of correspondence were presented and accepted including a HUD Monitoring Letter on Federal Labor Standards Compliance.

X PUBLIC COMMENT

Ellen Corcoran made general comments and thanked Andy Smits for his leadership.

Norma Loper also thanked Andy Smits for all of his work.

Jeff Turner “concurred” with comments about Andy Smits.

XI COMMISSIONER COMMENT

Commissioner Putman thanked Andy Smits for his service.

Commissioner Friend thanked Andy Smits for his commitment to keep residents involved and informed during his tenure.

Commissioner Lockwood stated that TCHC “will miss” Andy Smits.

Commissioner Smits thanked everyone for their comments. He recognizes that he did not accomplish everything he wanted to do but was pleased about how much has been done. He encourage all to continue the work and hopes the next “organizational assessment” will layout the path forward. He noted that TCHC makes a difference in the lives of many and that it can do much more.

XII ADJOURNMENT

Commissioner Smits moved (Lockwood support) to adjourn the meeting. The motion was approved and Commissioner Lockwood closed the meeting at 9:08 A.M.

Respectfully submitted,

Tony Lentych, Executive Director (and acting Recording Secretary)

Heather Lockwood, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	DEP			8,911.98	58,759.08
10/01/2019	EFT	T Mobile		2,404.00	61,163.08
10/01/2019	039029	Alliance Architects, Inc.	821.91		60,341.17
10/02/2019	EFT	U.S. Dept. of HUD		5,602.00	65,943.17
10/02/2019	EFT	U.S. Dept. of HUD		23,623.00	89,566.17
10/03/2019	DEP			12,432.00	101,998.17
10/04/2019	DEP			19,996.00	121,994.17
10/07/2019	EFT	Chemical Bank	85.76		121,908.41
10/08/2019	DEP			5,618.00	127,526.41
10/08/2019	EFT	Alisa Korn	1,561.99		125,964.42
10/08/2019	EFT	Anthony Lentych	2,528.27		123,436.15
10/08/2019	EFT	Angela N. Szabo	1,038.46		122,397.69
10/08/2019	EFT	Joseph Battaglia	298.91		122,098.78
10/08/2019	EFT	Joseph Frawley	1,284.16		120,814.62
10/08/2019	EFT	David Gourlay	1,060.88		119,753.74
10/08/2019	EFT	Justin Sailors	1,287.24		118,466.50
10/08/2019	EFT	Henry Webb	507.16		117,959.34
10/08/2019	33019	Martha Falk	999.08		116,960.26
10/10/2019	DEP			604.00	117,564.26
10/11/2019	EFT	Internal Revenue Service	6,615.94		110,948.32
10/11/2019	DEP			686.80	111,635.12
10/11/2019	DEP			150.00	111,785.12
10/11/2019	EFT	Internal Revenue Service	3,315.94		108,469.18
10/11/2019	039030	Dolly's Best Inc.	1,800.00		106,669.18
10/11/2019	039031	A T & T	171.78		106,497.40
10/11/2019	039032	Summit Companies	273.53		106,223.87
10/11/2019	039033	Thomas P. Licavoli	1,770.00		104,453.87
10/11/2019	039034	City of Traverse City	7,359.59		97,094.28
10/11/2019	039035	Housing Data Systems, Inc.	4,221.00		92,873.28
10/11/2019	039036	Integrated Payroll Services, Inc.	112.90		92,760.38
10/11/2019	039037	Stanley Steamer	449.00		92,311.38
10/11/2019	039038	Holiday Fleet	54.36		92,257.02
10/11/2019	039039	Byte Productions, LLC	30.00		92,227.02
10/11/2019	039040	D & W Mechanical	574.00		91,653.02
10/14/2019	039041	Grand Traverse County DPW	483.00		91,170.02
10/14/2019	039042	Total Attention	600.00		90,570.02
10/14/2019	039043	Kuhn Rogers PLC	780.50		89,789.52
10/14/2019	039044	Justin Sailors	200.62		89,588.90
10/14/2019	039045	Angela N. Szabo	177.48		89,411.42
10/14/2019	039046	David Gourlay	188.67		89,222.75

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/14/2019	039047	Joseph Frawley	345.21		88,877.54
10/14/2019	039048	MAX'S SERVICE	23.27		88,854.27
10/14/2019	039049	Housing Data Systems, Inc.	377.95		88,476.32
10/14/2019	039050	Traverse City Record Eagle	82.20		88,394.12
10/14/2019	039051	A T & T	416.18		87,977.94
10/14/2019	039052	Great Lakes Business Systems, Inc.	156.81		87,821.13
10/14/2019	039053	Stricker's Outdoor Power Equipment	317.05		87,504.08
10/14/2019	039054	Northern Greenlawn	123.00		87,381.08
10/14/2019	039055	Verizon Wireless	195.44		87,185.64
10/15/2019	DEP			444.69	87,630.33
10/15/2019	039056	Home Depot Credit Services	571.46		87,058.87
10/15/2019	039057	Spectrum Business	3,471.64		83,587.23
10/15/2019	039058	Collier's Pest Control	900.00		82,687.23
10/15/2019	039059	DTE ENERGY	153.17		82,534.06
10/15/2019	039060	SAM'S CLUB	332.96		82,201.10
10/15/2019	039061	AmRent	61.95		82,139.15
10/21/2019	EFT	State Of Michigan	1,020.14		81,119.01
10/21/2019	039062	Riverview Terrace Resident Council	150.00		80,969.01
10/22/2019	EFT	Alisa Korn	1,561.99		79,407.02
10/22/2019	EFT	Anthony Lentych	2,528.29		76,878.73
10/22/2019	EFT	Angela N. Szabo	1,038.47		75,840.26
10/22/2019	EFT	Joseph Battaglia	298.90		75,541.36
10/22/2019	EFT	Joseph Frawley	1,272.74		74,268.62
10/22/2019	EFT	David Gourlay	1,060.88		73,207.74
10/22/2019	EFT	Justin Sailors	1,055.22		72,152.52
10/22/2019	EFT	Chemical Bank	85.76		72,066.76
10/22/2019	33020	Martha Falk	950.38		71,116.38
10/25/2019	DEP			6,570.65	77,687.03
10/25/2019	EFT	Internal Revenue Service	3,219.88		74,467.15
10/25/2019	039063	Great Lakes Business Systems, Inc.	98.00		74,369.15
10/25/2019	039064	Kopy Sales Inc.	85.00		74,284.15
10/25/2019	039065	Twin Bay Glass Inc.	354.65		73,929.50
10/25/2019	039066	Summit Companies	45.00		73,884.50
10/25/2019	039067	Networks Northwest	905.00		72,979.50
10/25/2019	039068	Environmental Pest Control	480.00		72,499.50
10/25/2019	039069	ServPro	403.86		72,095.64
10/25/2019	039070	Grand Traverse County	56.07		72,039.57
10/25/2019	039071	Thomas P. Licavoli	350.00		71,689.57
10/25/2019	039072	Northern Greenlawn	213.00		71,476.57
10/25/2019	039073	Award Cleaning Services	1,875.00		69,601.57

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/25/2019	039074	City of Traverse City	197.67		69,403.90
10/25/2019	039075	Safety Net	1,685.00		67,718.90
10/25/2019	039076	Safety Net	882.58		66,836.32
10/25/2019	039077	DTE ENERGY	16.05		66,820.27
10/25/2019	039078	Joseph Frawley	98.37		66,721.90
10/25/2019	039078	**VOID** Joseph Frawley	(98.37)		66,820.27
10/25/2019	039079	City of Traverse City	133.40		66,686.87
10/25/2019	039080	HD Supply	158.98		66,527.89
10/28/2019	039081	Perfect Fence Co.	5,679.50		60,848.39
10/28/2019	039082	Nan McKay & Associates Inc	478.00		60,370.39
10/28/2019	039083	Priority Health	2,929.92		57,440.47
10/29/2019	039084	Mcgough's	2,379.50		55,060.97
10/29/2019	039085	Cardmember Service	2,092.65		52,968.32
10/29/2019	039086	The Home Depot Pro Multifamily	677.08		52,291.24
10/29/2019	039087	Kendall Electric Inc	38.01		52,253.23
10/29/2019	039088	Nichols Paper & Supply Co.	52.43		52,200.80
10/29/2019	039089	City Of Traverse City	69.60		52,131.20
10/29/2019	039090	DTE ENERGY	46.40		52,084.80
10/31/2019	DEP			4,774.00	56,858.80
Total:			84,805.42	91,817.12	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	EFT	U.S. Dept. of HUD		82.39	125,319.36
10/01/2019	EFT	U.S. Dept. of HUD		125,633.00	250,952.36
10/01/2019	ADJST	PNC Bank	81.13		250,871.23
10/01/2019	ADJST	PNC Bank	76.40		250,794.83
10/01/2019	000237	Jeana Aiken	602.00		250,192.83
10/01/2019	000237	Dustin Ansoerge	1,250.00		248,942.83
10/01/2019	000237	Anthony Ansoerge	731.00		248,211.83
10/01/2019	000237	Ayers Investment Properties LLC	728.00		247,483.83
10/01/2019	000237	B & R RENTALS, LLC	790.00		246,693.83
10/01/2019	000237	Bay Front Apartments	359.00		246,334.83
10/01/2019	000237	Bay Hill Housing LDHALP	7,264.00		239,070.83
10/01/2019	000237	Bay Hill II	8,860.00		230,210.83
10/01/2019	000237	Elizabeth Beckett	280.00		229,930.83
10/01/2019	000237	Bellaire Senior Apartments	304.00		229,626.83
10/01/2019	000237	Brookside Commons LDHA, LP	3,162.00		226,464.83
10/01/2019	000237	Brown Elder Apartments LLC	205.00		226,259.83
10/01/2019	000237	Irma Jean Brownley	136.00		226,123.83
10/01/2019	000237	Rebecca Carmien	288.00		225,835.83
10/01/2019	000237	Carson Square	5,930.00		219,905.83
10/01/2019	000237	Chris R. Frank	606.00		219,299.83
10/01/2019	000237	Central Lake Townhouses	390.00		218,909.83
10/01/2019	000237	Cherrywood Village Farms, Inc.	3,731.00		215,178.83
10/01/2019	000237	Douglas A. Chichester	650.00		214,528.83
10/01/2019	000237	Davis Investment Properties, LLC	942.00		213,586.83
10/01/2019	000237	Jack V. Dean	410.00		213,176.83
10/01/2019	000237	Zachary Duell	1,200.00		211,976.83
10/01/2019	000237	East Bay Properties	584.00		211,392.83
10/01/2019	000237	Chester Farrell	499.00		210,893.83
10/01/2019	000237	Five P Enterprises, LLC	477.00		210,416.83
10/01/2019	000237	Lisa Forbes	531.00		209,885.83
10/01/2019	000237	Mabel Foust	439.00		209,446.83
10/01/2019	000237	Frankfort Housing LDHA LP	297.00		209,149.83
10/01/2019	000237	Michael Glowacki	685.00		208,464.83
10/01/2019	000237	David Grzesiek	393.00		208,071.83
10/01/2019	000237	Habitat for Humanity	331.00		207,740.83
10/01/2019	000237	Harbour Ridge Apts	1,159.00		206,581.83
10/01/2019	000237	Leonard Herman	524.00		206,057.83
10/01/2019	000237	Hillview Terrace	1,575.00		204,482.83
10/01/2019	000237	Josh Hollister	403.00		204,079.83
10/01/2019	000237	HomeStretch	2,990.00		201,089.83

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	000237	Nancy Irish	560.00		200,529.83
10/01/2019	000237	Donna Kalchik	292.00		200,237.83
10/01/2019	000237	Kalkaska Woods Limited Partnership	302.00		199,935.83
10/01/2019	000237	Bruce W. Korson	420.00		199,515.83
10/01/2019	000237	Lake Pointe Acquisitions LLC.	307.00		199,208.83
10/01/2019	000237	Sidney Lammers	397.00		198,811.83
10/01/2019	000237	Don E. Lint	502.00		198,309.83
10/01/2019	000237	Maret Sabourin	478.00		197,831.83
10/01/2019	000237	Sue Martin	658.00		197,173.83
10/01/2019	000237	Robert J. Mork	390.00		196,783.83
10/01/2019	000237	Kim Lien Thi Nguyen	966.00		195,817.83
10/01/2019	000237	TOS Holdings, LLC	771.00		195,046.83
10/01/2019	000237	Oak Park Apts	1,385.00		193,661.83
10/01/2019	000237	Oak Terrace Apts	713.00		192,948.83
10/01/2019	000237	Daniel G. Pohlman	893.00		192,055.83
10/01/2019	000237	Douglas L. Porter	539.00		191,516.83
10/01/2019	000237	Timothy Rice	340.00		191,176.83
10/01/2019	000237	Sabin Pond Apartments LLC	126.00		191,050.83
10/01/2019	000237	Eldon Schaub	377.00		190,673.83
10/01/2019	000237	Mike & Melissa Schichtel	1,100.00		189,573.83
10/01/2019	000237	Sherwin Rentals	605.00		188,968.83
10/01/2019	000237	Samuel Shore	899.00		188,069.83
10/01/2019	000237	Gerald Sieggreen	587.00		187,482.83
10/01/2019	000237	SILVER SHORES MHC	5,029.00		182,453.83
10/01/2019	000237	Mark & Cheryl Snyder	497.00		181,956.83
10/01/2019	000237	Ryan Storey	360.00		181,596.83
10/01/2019	000237	22955 Investments LLC	1,853.00		179,743.83
10/01/2019	000237	Traverse City Property Management	51.00		179,692.83
10/01/2019	000237	TCR Investments, LLC	491.00		179,201.83
10/01/2019	000237	TCWFH	688.00		178,513.83
10/01/2019	000237	Wendy Teagan	433.00		178,080.83
10/01/2019	000237	Tradewinds Terrace Apts	289.00		177,791.83
10/01/2019	000237	Village Apartments LDHA	387.00		177,404.83
10/01/2019	000237	Village Glen Apartments	8,633.00		168,771.83
10/01/2019	000237	Village View Housing LHDA LP	1,476.00		167,295.83
10/01/2019	000237	Village Woods	1,633.00		165,662.83
10/01/2019	000237	Wagner Asset Group at Ninth Street,	732.00		164,930.83
10/01/2019	000237	Paul Wheelock	410.00		164,520.83
10/01/2019	000237	Susette Redman Wilson	1,000.00		163,520.83
10/01/2019	000237	Woda Boardman Lake LDHA.LP	959.00		162,561.83

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2019 To: 10/31/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	000237	Woodmere Ridge Apartments LDHA	3,143.00		159,418.83
10/01/2019	000237	Wyatt Road Apartment Company	1,178.00		158,240.83
10/01/2019	000237	Theodore V. Zachman	887.00		157,353.83
10/01/2019	000237	Barb Zupin	493.00		156,860.83
10/01/2019	023170	WODA Boardman Lake LHDALP	359.00		156,501.83
10/01/2019	023172	Kevin Warren	328.00		156,173.83
10/04/2019	DEP			1,029.86	157,203.69
10/08/2019	DEP			416.54	157,620.23
10/29/2019	023173	Chase Bank	3,396.00		154,224.23
10/29/2019	023174	Traverse City Housing Commission	6,894.14		147,330.09
10/29/2019	023175	Cherryland Electric Cooperative	139.20		147,190.89
10/29/2019	023176	City Of Traverse City	63.30		147,127.59
10/29/2019	023177	Consumers Energy	81.20		147,046.39
10/29/2019	023178	DTE ENERGY	218.70		146,827.69
10/29/2019	023179	Lisa L. Forbes	14.00		146,813.69
10/29/2019	023180	Holtons LP Gas Fife Lake	6.30		146,807.39
Total:			105,591.37	127,161.79	

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 11/01/2019 To: 11/17/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
11/04/2019	EFT	T Mobile		2,404.00	59,262.80
11/04/2019	DEP			497.00	59,759.80
11/05/2019	EFT	Henry Webb	550.31		59,209.49
11/05/2019	EFT	U.S. Dept. of HUD		5,602.00	64,811.49
11/05/2019	EFT	U.S. Dept. of HUD		22,684.50	87,495.99
11/05/2019	DEP			35,047.37	122,543.36
11/05/2019	EFT	Chemical Bank	85.76		122,457.60
11/05/2019	EFT	Alisa Korn	1,561.99		120,895.61
11/05/2019	EFT	Anthony Lentych	2,528.28		118,367.33
11/05/2019	EFT	Angela N. Szabo	1,038.47		117,328.86
11/05/2019	EFT	Joseph Battaglia	298.90		117,029.96
11/05/2019	EFT	Joseph Frawley	1,215.66		115,814.30
11/05/2019	EFT	David Gourlay	1,060.88		114,753.42
11/05/2019	EFT	Justin Sailors	1,055.22		113,698.20
11/05/2019	37295	Martha Falk	901.68		112,796.52
11/06/2019	DEP			7,820.70	120,617.22
11/08/2019	EFT	Internal Revenue Service	3,187.15		117,430.07
11/08/2019	DEP			9,724.14	127,154.21
11/15/2019	DEP			11,302.88	138,457.09
11/15/2019	039091	League of Women Voters Education	150.00		138,307.09
11/17/2019	039092	Housing Data Systems, Inc.	145.00		138,162.09
11/17/2019	039093	Bea Erickson	95.00		138,067.09
11/17/2019	039094	Kuhn Rogers PLC	632.50		137,434.59
11/17/2019	039095	CynergyComm.net,Inc	15.52		137,419.07
11/17/2019	039096	Thomas P. Licavoli	670.00		136,749.07
11/17/2019	039097	City Of Traverse City	133.40		136,615.67
11/17/2019	039098	D & W Mechanical	427.80		136,187.87
11/17/2019	039099	Great Lakes Business Systems, Inc.	279.99		135,907.88
11/17/2019	039100	Grand Traverse County DPW	483.00		135,424.88
11/17/2019	039101	Total Attention	1,850.00		133,574.88
11/17/2019	039102	Advantage Electric, LLC	243.59		133,331.29
11/17/2019	039103	Housing Authority Accounting	1,234.41		132,096.88
11/17/2019	039104	Republic Services #239	637.55		131,459.33
11/17/2019	039105	AmRent	97.35		131,361.98
11/17/2019	039106	Integrated Payroll Services, Inc.	112.90		131,249.08
11/17/2019	039107	Lautner Irrigation	185.00		131,064.08
11/17/2019	039108	Engineered Protection Systems Inc	127.26		130,936.82
11/17/2019	039109	Staples	427.78		130,509.04
11/17/2019	039110	Byte Productions, LLC	30.00		130,479.04
11/17/2019	039111	David Gourlay	116.58		130,362.46

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 11/01/2019 To: 11/17/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
11/17/2019	039112	Justin Sailors	204.96		130,157.50
11/17/2019	039113	Joseph Frawley	522.98		129,634.52
11/17/2019	039114	Safety Net	1,146.99		128,487.53
11/17/2019	039115	City Of Traverse City	12,665.76		115,821.77
11/17/2019	039116	DTE ENERGY	787.82		115,033.95
11/17/2019	039117	John DeWeese	193.25		114,840.70
11/17/2019	039118	Northwest Lock, Inc.	115.00		114,725.70
11/17/2019	039119	A T & T	420.29		114,305.41
11/17/2019	039120	Home Depot Credit Services	600.03		113,705.38
11/17/2019	039121	SAM'S CLUB	756.78		112,948.60
11/17/2019	039122	DeWeese Hardware	530.35		112,418.25
11/17/2019	039123	Sherwin Williams Co.	491.74		111,926.51
11/17/2019	039124	A T & T	176.15		111,750.36
11/17/2019	039125	Charter Communications	3,520.93		108,229.43
11/17/2019	039126	Charter Communications	372.73		107,856.70
11/17/2019	039127	City Of Traverse City	49.30		107,807.40
11/17/2019	039128	DTE ENERGY	37.70		107,769.70

Total: 44,171.69 95,082.59

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2019 To: 11/17/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2019	EFT	U.S. Dept. of HUD		103,068.00	249,875.39
11/01/2019	EFT	U.S. Dept. of HUD		8,816.00	258,691.39
11/01/2019	ADJST	PNC Bank	76.05		258,615.34
11/01/2019	000238	Jeana Aiken	602.00		258,013.34
11/01/2019	000238	Dustin Ansorge	1,250.00		256,763.34
11/01/2019	000238	Anthony Ansorge	731.00		256,032.34
11/01/2019	000238	Ayers Investment Properties LLC	737.00		255,295.34
11/01/2019	000238	B & R RENTALS, LLC	790.00		254,505.34
11/01/2019	000238	Bay Front Apartments	359.00		254,146.34
11/01/2019	000238	Bay Hill Housing LDHALP	7,581.00		246,565.34
11/01/2019	000238	Bay Hill II	9,396.00		237,169.34
11/01/2019	000238	Elizabeth Beckett	280.00		236,889.34
11/01/2019	000238	Bellaire Senior Apartments	304.00		236,585.34
11/01/2019	000238	Brookside Commons LDHA, LP	3,162.00		233,423.34
11/01/2019	000238	Brown Elder Apartments LLC	205.00		233,218.34
11/01/2019	000238	Irma Jean Brownley	136.00		233,082.34
11/01/2019	000238	Rebecca Carmien	279.00		232,803.34
11/01/2019	000238	Carson Square	5,930.00		226,873.34
11/01/2019	000238	Chris R. Frank	606.00		226,267.34
11/01/2019	000238	Central Lake Townhouses	390.00		225,877.34
11/01/2019	000238	Cherrywood Village Farms, Inc.	3,298.00		222,579.34
11/01/2019	000238	Davis Investment Properties, LLC	942.00		221,637.34
11/01/2019	000238	Jack V. Dean	410.00		221,227.34
11/01/2019	000238	East Bay Properties	584.00		220,643.34
11/01/2019	000238	Chester Farrell	499.00		220,144.34
11/01/2019	000238	Five P Enterprises, LLC	477.00		219,667.34
11/01/2019	000238	Lisa Forbes	531.00		219,136.34
11/01/2019	000238	Mabel Foust	439.00		218,697.34
11/01/2019	000238	Frankfort Housing LDHA LP	297.00		218,400.34
11/01/2019	000238	Michael Glowacki	685.00		217,715.34
11/01/2019	000238	David Grzesiek	393.00		217,322.34
11/01/2019	000238	Habitat for Humanity	331.00		216,991.34
11/01/2019	000238	Harbour Ridge Apts	1,159.00		215,832.34
11/01/2019	000238	Leonard Herman	524.00		215,308.34
11/01/2019	000238	Hillview Terrace	1,575.00		213,733.34
11/01/2019	000238	Josh Hollister	397.00		213,336.34
11/01/2019	000238	HomeStretch	3,459.00		209,877.34
11/01/2019	000238	Nancy Irish	560.00		209,317.34
11/01/2019	000238	Donna Kalchik	292.00		209,025.34
11/01/2019	000238	Kalkaska Woods Limited Partnership	302.00		208,723.34

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 11/01/2019 To: 11/17/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2019	000238	Bruce W. Korson	420.00		208,303.34
11/01/2019	000238	Lake Pointe Acquisitions LLC.	307.00		207,996.34
11/01/2019	000238	Sidney Lammers	397.00		207,599.34
11/01/2019	000238	Don E. Lint	502.00		207,097.34
11/01/2019	000238	Maret Sabourin	478.00		206,619.34
11/01/2019	000238	Sue Martin	772.00		205,847.34
11/01/2019	000238	Robert J. Mork	390.00		205,457.34
11/01/2019	000238	Kim Lien Thi Nguyen	966.00		204,491.34
11/01/2019	000238	TOS Holdings, LLC	771.00		203,720.34
11/01/2019	000238	Oak Park Apts	1,093.00		202,627.34
11/01/2019	000238	Oak Terrace Apts	713.00		201,914.34
11/01/2019	000238	Daniel G. Pohlman	893.00		201,021.34
11/01/2019	000238	Douglas L. Porter	539.00		200,482.34
11/01/2019	000238	Timothy Rice	354.00		200,128.34
11/01/2019	000238	Sabin Pond Apartments LLC	126.00		200,002.34
11/01/2019	000238	Eldon Schaub	377.00		199,625.34
11/01/2019	000238	Mike & Melissa Schichtel	1,100.00		198,525.34
11/01/2019	000238	Sherwin Rentals	605.00		197,920.34
11/01/2019	000238	Samuel Shore	899.00		197,021.34
11/01/2019	000238	Gerald Sieggreen	587.00		196,434.34
11/01/2019	000238	SILVER SHORES MHC	5,029.00		191,405.34
11/01/2019	000238	Mark & Cheryl Snyder	486.00		190,919.34
11/01/2019	000238	Ryan Storey	360.00		190,559.34
11/01/2019	000238	22955 Investments LLC	2,493.00		188,066.34
11/01/2019	000238	Traverse City Property Management	92.00		187,974.34
11/01/2019	000238	TCR Investments, LLC	482.00		187,492.34
11/01/2019	000238	TCWFH	688.00		186,804.34
11/01/2019	000238	Wendy Teagan	433.00		186,371.34
11/01/2019	000238	Tradewinds Terrace Apts	289.00		186,082.34
11/01/2019	000238	Village Apartments LDHA	387.00		185,695.34
11/01/2019	000238	Village Glen Apartments	8,251.00		177,444.34
11/01/2019	000238	Village View Housing LHDA LP	1,496.00		175,948.34
11/01/2019	000238	Village Woods	1,633.00		174,315.34
11/01/2019	000238	Wagner Asset Group at Ninth Street,	732.00		173,583.34
11/01/2019	000238	Paul Wheelock	410.00		173,173.34
11/01/2019	000238	Susette Redman Wilson	1,000.00		172,173.34
11/01/2019	000238	Woda Boardman Lake LDHA.LP	959.00		171,214.34
11/01/2019	000238	Woodmere Ridge Apartments LDHA	3,165.00		168,049.34
11/01/2019	000238	Wyatt Road Apartment Company	1,178.00		166,871.34
11/01/2019	000238	Theodore V. Zachman	887.00		165,984.34

Traverse City Housing Commission
Check Register Summary Report

PNC - Section 8

From: 11/01/2019 To: 11/17/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2019	000238	Barb Zupin	493.00		165,491.34
11/01/2019	023183	WODA Boardman Lake LHDALP	743.00		164,748.34
11/01/2019	023184	PK Housing	698.00		164,050.34
11/01/2019	023185	Kevin Warren	328.00		163,722.34
11/06/2019	DEP			100.00	163,822.34
11/06/2019	DEP			416.54	164,238.88
11/08/2019	DEP			929.86	165,168.74
11/17/2019	023186	Cherryland Electric Cooperative	170.10		164,998.64
11/17/2019	023187	City Of Traverse City	153.20		164,845.44
11/17/2019	023188	Consumers Energy	81.20		164,764.24
11/17/2019	023189	DTE ENERGY	1,044.80		163,719.44
11/17/2019	023190	Lisa L. Forbes	14.00		163,705.44
11/17/2019	023191	Traverse City Housing Commission	6,119.86		157,585.58
11/17/2019	023192	Chase Bank	3,396.00		154,189.58
Total:			105,948.21	113,330.40	

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of October 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 90,784.58
1111.9 - Cash-Short Term Investments	411,713.28
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,887.61
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash \$ 529,666.08

Receivables

1122 - Tenants	\$ 356.91
1122.1 - Allowance for Doubtful Accounts	(696.51)
1125 - Accounts Receivable - HUD	13,616.78
1129.1 - Accounts Receivable-Other	626.29
1129.11 - Interfund Due From Vouchers	6,119.86
1130 - Accounts Receivable-TAHDC	1,177.27
1145 - Accrued Interest	528.79

Total Receivables \$ 21,729.39

Investments

1162 - Investments	\$ 53,280.78
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Total Investments \$ 53,280.78

Deferred Charges

1211 - Prepaid Insurance	\$ 21,927.58
1290 - Other Deferred Charges	326.00

Total Deferred Charges \$ 22,253.58

TOTAL CURRENT ASSETS \$ 626,929.83

NON-CURRENT ASSETS

1300 - Investments in Joint Ventures	\$ 75,000.00
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Fixed Assets

1400 - Construction in Progress-CFP	\$ 821.91
1400.5 - Accumulated Depreciation	(7,204,108.63)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	410,355.52
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,972,771.91
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	103,727.20
1400.9 - Furn., Equip., Mach.-Admin	261,565.31

Total Fixed Assets \$ 1,810,531.32

TOTAL NON-CURRENT ASSETS \$ 1,885,531.32

TOTAL ASSETS \$ 2,512,461.15

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of October 31, 2019**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	4,371.92
2114 - Tenant Security Deposits		37,827.00
2117.3 - State Income Tax Withheld		1,087.46
2117.4 - HSA Withheld		7.40
2117.5 - Retirement Withheld		1,328.04
2117.7 - AFLAC Withheld		375.64
2119 - Accts Payable-Other		5,195.09

Total Accounts Payable \$ 50,192.55

Accrued Liabilities

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$	34,894.98
2130.2 - Notes Payable ST (AAIG)-EPC		32,705.34
2135 - Salaries and Wages		9,253.26
2135.1 - Compensated Absences-Short Term		4,840.91
2135.2 - Accrued Payroll Taxes		645.84
2136 - Accrued Liabilities-Other		9,686.04
2137 - Payments in Lieu of Taxes		35,326.43

Total Accrued Liabilities \$ 127,352.80

Deferred Credits

2290 - Other Deferred Credits	\$	994.51
2690 - Undistributed Deposits After Cutoff		300.00

Total Deferred Credits \$ 1,294.51

Total Current Liabilities \$ 178,839.86

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$	320,180.13
2316 - Notes Payable LT-EPC		79,422.78
2435.1 - Compensated Absences-Long Term		1,570.02

Total Noncurrent Liabilities \$ 401,172.93

TOTAL LIABILITIES \$ 580,012.79

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,363,104.07

Net Assets

2806 - Unrestricted Net Assets	\$	473,070.70
2807 - Restricted Net Assets	\$	75,000.00
Income and Expense Clearing		3,755.71
Income and Expense Clearing-2018 CFP		17,517.88

Total Net Assets \$ 569,344.29

TOTAL EQUITY \$ 1,932,448.36

TOTAL LIABILITIES/EQUITY \$ 2,512,461.15

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	1 Month Ended		4 Months Ended			
	<u>October 31, 2019</u>		<u>October 31, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	32,919.00	\$	130,776.00	\$ 445,000	\$ 314,224.00
3110.2 - Dwelling Rental-Proj. 2		7,535.00		26,447.00	0	(26,447.00)
3120 - Excess Utilities		150.09		666.46	0	(666.46)
3190 - Nondwelling Rental		2,704.00		30,761.48	85,000	54,238.52
Total Rental Income	\$	43,308.09	\$	188,650.94	\$ 530,000	\$ 341,349.06
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	23,623.00	\$	121,061.00	\$ 260,000	\$ 138,939.00
Total HUD PHA GRANTS	\$	23,623.00	\$	121,061.00	\$ 260,000	\$ 138,939.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	314.31	\$	919.59	\$ 2,750	\$ 1,830.41
3690 - Tenant Income		480.52		1,373.52	5,000	3,626.48
3690.1 - Non-Tenant Income		1,355.86		10,992.54	50,000	39,007.46
3690.2 - Tenant Income-Cable		2,225.00		8,900.00	33,000	24,100.00
3692 - Management Fee		6,525.00		34,800.04	32,000	(2,800.04)
3692.1 - Maintenance Contracts		0.00		4,000.00	0	(4,000.00)
Total Nonrental Income	\$	10,900.69	\$	60,985.69	\$ 122,750	\$ 61,764.31
Total Operating Income	\$	77,831.78	\$	370,697.63	\$ 912,750	\$ 542,052.37
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,375.64	\$	43,388.20	\$ 138,790	\$ 95,401.80
4130 - Legal Expense		780.50		23,727.52	18,000	(5,727.52)
4140 - Staff Training		283.50		678.88	5,950	5,271.12
4150 - Travel Expense		848.82		1,853.57	4,700	2,846.43
4170 - Accounting Fees		0.00		2,138.14	8,500	6,361.86
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		1,375.68		8,267.83	30,010	21,742.17
4185 - Telephone		712.49		3,022.73	7,500	4,477.27
4190.1 - Publications		334.60		334.60	800	465.40
4190.2 - Membership Dues and Fees		0.00		592.05	1,000	407.95
4190.3 - Admin. Service Contracts		4,456.68		10,615.55	21,770	11,154.45
4190.4 - Office Supplies		472.06		1,182.25	4,200	3,017.75
4190.5 - Other Sundry Expense		516.95		7,707.47	11,900	4,192.53
4190.6 - Advertising		82.20		384.60	1,500	1,115.40
Total Administration	\$	19,239.12	\$	103,893.39	\$ 258,620	\$ 154,726.61
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	274.34	\$	3,013.81	\$ 9,500	\$ 6,486.19
4230 - Cable TV-Tenants		3,471.64		13,886.56	40,000	26,113.44
Total Tenant Services	\$	3,745.98	\$	16,900.37	\$ 49,500	\$ 32,599.63

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019

	1 Month Ended	4 Months Ended		
	<u>October 31, 2019</u>	<u>October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,773.50	\$ 8,676.35	\$ 17,500	\$ 8,823.65
4320 - Electricity	6,266.76	29,793.75	145,000	115,206.25
4330 - Gas	169.22	797.84	22,000	21,202.16
Total Utilities	\$ 8,209.48	\$ 39,267.94	\$ 184,500	\$ 145,232.06
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 11,901.53	\$ 46,110.65	\$ 135,570	\$ 89,459.35
4420 - Materials	3,825.49	14,703.77	39,500	24,796.23
4430.02 - Heating & Cooling Contracts	0.00	2,794.40	6,000	3,205.60
4430.03 - Snow Removal Contracts	0.00	0.00	5,000	5,000.00
4430.04 - Elevator Maintenance Contracts	0.00	7,838.73	9,500	1,661.27
4430.05 - Landscape & Grounds Contracts	936.00	6,954.64	10,000	3,045.36
4430.06 - Unit Turnaround Contracts	2,120.00	4,830.00	18,000	13,170.00
4430.07 - Electrical Contracts	0.00	295.04	1,000	704.96
4430.08 - Plumbing Contracts	574.00	1,943.75	2,500	556.25
4430.09 - Extermination Contracts	1,380.00	13,197.78	3,000	(10,197.78)
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	4,652.53	8,438.12	15,000	6,561.88
4430.12 - Misc. Contracts	1,075.56	3,348.88	15,000	11,651.12
4431 - Garbage Removal	0.00	3,718.75	8,000	4,281.25
4433 - Employee Benefits - Maint.	1,871.20	12,643.42	48,760	36,116.58
4470 - Elk Rapids Expenses	272.48	272.48	0	(272.48)
4471 - East Bay Flats Expenses	576.54	4,029.89	0	(4,029.89)
Total Ordinary Maint. & Oper	\$ 29,185.33	\$ 131,120.30	\$ 317,830	\$ 186,709.70
General Expense				
4510 - Insurance	\$ 2,692.26	\$ 10,853.68	\$ 31,500	\$ 20,646.32
4520 - Payment in Lieu of Taxes	2,083.34	8,333.36	25,000	16,666.64
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4570 - Collection Losses	0.00	0.00	3,000	3,000.00
4586 - Interest Expense-CFFP	0.00	0.00	33,000	33,000.00
Total General Expense	\$ 4,775.60	\$ 19,187.04	\$ 91,500	\$ 72,312.96
Total Routine Expense	\$ 65,155.51	\$ 310,369.04	\$ 901,950	\$ 591,580.96
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)
Total Extraordinary Maintenance	\$ 0.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)
Total Operating Expenses	\$ 65,155.51	\$ 322,701.90	\$ 911,950	\$ 589,248.10
Operating Income (Loss)	\$ 12,676.27	\$ 47,995.73	\$ 800	\$ (47,195.73)
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 15,729.82	\$ 62,919.38	\$ 0	\$ (62,919.38)
Total Depreciation Expense	\$ 15,729.82	\$ 62,919.38	\$ 0	\$ (62,919.38)

**Traverse City Housing Commission
 Low Rent Public Housing
 Income & Expense Statement
 For the 1 Month and 4 Months Ended October 31, 2019**

	1 Month Ended	4 Months Ended		
	<u>October 31, 2019</u>	<u>October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
7520 - Replacement of Equipment	\$ 1,179.50	\$ 8,154.35	\$ 0	\$ (8,154.35)
7540 - Betterments and Additions	0.00	7,162.50	20,000	12,837.50
7590 - Operating Expenditures-Contra	<u>(1,179.50)</u>	<u>(15,316.85)</u>	<u>0</u>	<u>15,316.85</u>
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 20,000	\$ 20,000.00
Other Financial Items				
8010 - Operating Transfers In	\$ 0.00	\$ 18,679.36	\$ (109,000)	\$ (127,679.36)
Total Other Financial Items	\$ 0.00	\$ 18,679.36	\$ (109,000)	\$ (127,679.36)
HUD Net Income (Loss)	\$ 11,496.77	\$ 51,358.24	\$ 89,800	\$ 38,441.76
GAAP Net Income (Loss)	\$ (3,053.55)	\$ 3,755.71	\$ (128,200)	\$ (131,955.71)

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of October 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	155,173.71
1111.6 - FSS Escrow Savings		<u>72,766.65</u>

Total Cash	\$	227,940.36
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Receivables

Total Receivables	\$	0.00
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Investments

Total Investments	\$	0.00
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Deferred Charges

Total Deferred Charges	\$	0.00
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TOTAL CURRENT ASSETS	\$	227,940.36
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Fixed Assets

1400.5 - Accumulated Depreciation	\$	(5,259.28)
1400.9 - Furn., Equip., Mach.-Admin		<u>6,562.63</u>

Total Fixed Assets	\$	1,303.35
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TOTAL ASSETS	\$	<u>229,243.71</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of October 31, 2019**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	1,569.17
2119.21 - Interfund Due To Low Rent		<u>6,119.86</u>

Total Accounts Payable	\$	<u>7,689.03</u>
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Accrued Liabilities

2135 - Salaries and Wages	\$	3,399.98
2135.1 - Compensated Absences-Short Term		2,295.85
2135.2 - Accrued Payroll Taxes		230.22
2182 - FSS Escrow Trust		<u>70,101.52</u>

Total Accrued Liabilities	\$	<u>76,027.57</u>
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Deferred Credits

Total Deferred Credits	\$	0.00
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Total Current Liabilities	\$	83,716.60
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NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$	448.20
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Total Noncurrent Liabilities	\$	<u>448.20</u>
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TOTAL LIABILITIES	\$	<u>84,164.80</u>
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NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$	104,911.56
2826 - Operating Reserve-Admin		126,396.57
2826.01 - Operating Reserve-HAP		(20,937.45)
2826.1 - Operating Reserve-Contra		(105,459.12)
Income and Expense Clearing		42,721.10
Income and Expense Clearing - FSS		<u>(2,553.75)</u>

TOTAL NET ASSETS	\$	145,078.91
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TOTAL LIABILITIES/NET ASSETS	\$	<u>229,243.71</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	1 Month Ended	4 Months Ended		
	<u>October 31, 2019</u>	<u>October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 200.00	\$ 0	\$ (200.00)
3603 - Number of Unit Months	(172.00)	(711.00)	0	711.00
3604 - Unit Months - Contra	172.00	711.00	0	(711.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 200.00</u>	<u>\$ 0</u>	<u>\$ (200.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 125,633.00	\$ 434,362.00	\$ 1,130,000	\$ 695,638.00
3411 - Admin Fee Funding	8,239.00	35,826.00	67,200	31,374.00
Total HUD PHA GRANTS	<u>\$ 133,872.00</u>	<u>\$ 470,188.00</u>	<u>\$ 1,197,200</u>	<u>\$ 727,012.00</u>
Income Offset HUD A.C.				
3310 - Portable Admin Fee	72.40	231.84	0	(231.84)
Total Income Offset	<u>72.40</u>	<u>231.84</u>	<u>0.00</u>	<u>(231.84)</u>
Total Operating Income	<u>\$ 133,994.40</u>	<u>\$ 470,619.84</u>	<u>\$ 1,197,200</u>	<u>\$ 726,580.16</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 2,812.98	\$ 13,727.96	\$ 105,290	\$ 91,562.04
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	11.70	2,000	1,988.30
4140 - Staff Training	121.50	1,198.80	2,550	1,351.20
4150 - Travel Expense	514.00	690.90	2,800	2,109.10
4170 - Accounting Fees	0.00	2,867.00	10,500	7,633.00
4171 - Auditing	0.00	0.00	2,000	2,000.00
4182 - Employee Benefits - Admin	545.70	3,677.85	31,360	27,682.15
4185 - Telephone	126.98	739.11	3,200	2,460.89
4190.1 - Publications	143.40	541.40	500	(41.40)
4190.2 - Membership Dues and Fees	0.00	405.00	1,000	595.00
4190.3 - Admin. Service Contracts	1,910.00	3,437.84	9,330	5,892.16
4190.4 - Office Supplies	15.26	280.99	2,200	1,919.01
4190.5 - Other Sundry Expense	296.47	1,291.51	5,100	3,808.49
4190.6 - Advertising	0.00	129.60	0	(129.60)
Total Administration	<u>\$ 6,486.29</u>	<u>\$ 28,999.66</u>	<u>\$ 177,330</u>	<u>\$ 148,330.34</u>
General Expense				
4590 - Other General Expense	\$ 0.00	\$ 34.38	\$ 0	\$ (34.38)
Total General Expense	<u>\$ 0.00</u>	<u>\$ 34.38</u>	<u>\$ 0</u>	<u>\$ (34.38)</u>
Total Routine Expense	<u>\$ 6,486.29</u>	<u>\$ 29,034.04</u>	<u>\$ 177,330</u>	<u>\$ 148,295.96</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	<u>1 Month Ended October 31, 2019</u>	<u>4 Months Ended October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 89,994.00	\$ 368,322.00	\$ 1,100,000	\$ 731,678.00
4715.3 - HAP - Non-Elderly Disabled	1,806.00	7,245.00	0	(7,245.00)
4715.4 - HAP - Utility Allowances	508.70	2,418.70	0	(2,418.70)
4715.5 - HAP - Fraud Recovery	(50.00)	(200.00)	0	200.00
4715.6 - HAP - Homeownership	1,430.00	5,472.00	0	(5,472.00)
4715.61 - HAP-Homeownership URP	14.00	56.00	0	(56.00)
4715.8 - HAP - Portable Paying Out	0.00	817.00	0	(817.00)
4715.9 - HAP - Portable Receiving	2,089.00	4,759.00	0	(4,759.00)
4715.91 - HAP - Portable Rec. Reimb.	(1,274.00)	(3,054.00)	0	3,054.00
4719 - HAP - FSS Escrow	3,396.00	13,029.00	0	(13,029.00)
Total HAP Payments	<u>\$ 97,913.70</u>	<u>\$ 398,864.70</u>	<u>\$ 1,100,000</u>	<u>\$ 701,135.30</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 104,399.99	\$ 427,898.74	\$ 1,277,330	\$ 849,431.26
Capital Expenditures				
7520 - Replacement of Equipment	\$ 505.50	\$ 505.50	\$ 0	\$ (505.50)
7590 - Operating Expenditures-Contra	(505.50)	(505.50)	0	505.50
Total Capital Expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
GAAP Net Income (Loss)	<u>\$ 29,594.41</u>	<u>\$ 42,721.10</u>	<u>\$ (80,130)</u>	<u>\$ (122,851.10)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 1,752.71</u>	<u>\$ 6,791.96</u>	<u>\$ (110,130)</u>	<u>\$ (116,921.96)</u>

Analysis of Funding

A.C. Received: October 31, 2019

3410 - HAP Funding	\$ 434,362.00
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A.C. Earned

4715.1 - HAP - Occupied Units	368,322.00
4715.3 - HAP - Non-Elderly Disabled	7,245.00
4715.4 - HAP - Utility Allowances	2,418.70
4715.5 - HAP - Fraud Recovery	(200.00)
4715.6 - HAP - Homeownership	5,472.00
4715.61 - HAP-Homeownership URP	56.00
4715.8 - HAP - Portable Paying Out	817.00
4715.9 - HAP - Portable Receiving	4,759.00
4715.91 - HAP - Portable Rec. Reimb.	(3,054.00)
4719 - HAP - FSS Escrow	13,029.00

Total Funding Required	<u>\$ 398,864.70</u>
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Over/(Under) Funding	<u>\$ 35,497.30</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	<u>1 Month Ended October 31, 2019</u>	<u>4 Months Ended October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
RNP as of: October 31, 2019		\$ 31,870.14		
UNP as of: October 31, 2019		\$ 129,481.23		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	1 Month Ended <u>October 31, 2019</u>	4 Months Ended <u>October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 5,602.00	\$ 22,408.00	\$ 0	\$ (22,408.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,725.84	\$ 16,868.16	\$ 55,800	\$ 38,931.84
4182 - Employee Benefits - Admin	1,080.63	8,093.59	19,070	10,976.41
Total Administration	\$ 4,806.47	\$ 24,961.75	\$ 74,870	\$ 49,908.25
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 4,806.47	\$ 24,961.75	\$ 74,870	\$ 49,908.25

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2019**

	<u>1 Month Ended October 31, 2019</u>	<u>4 Months Ended October 31, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,806.47	\$ 24,961.75	\$ 74,870	\$ 49,908.25
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ <u>795.53</u>	\$ <u>(2,553.75)</u>	\$ <u>(74,870)</u>	\$ <u>(72,316.25)</u>



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: November 15, 2019

Governance Committee Meeting: November 18, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
November 15, 2019**

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the TCHC Office, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 3:09 P.M.

ROLL CALL

The following Commissioners were present: Heather Lockwood, President.

CORRESPONDENCE

A draft of our Annual Audit was provided from our auditor.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the October 18, 2019 meeting minutes were reviewed and accepted.
- B. Staff provided an update the architects visit to Riverview Terrace. A “draft” scope of work was presented and discussed.
- C. There was review of the work of the Governance Committee and their recommendation of the new Calendar of Meetings for 2020 and the Utility Allowances.
- D. The Agenda for the November 22, 2019 Regular Meeting was discussed. There will be a brief closed session on a potential property purchase.

ADJOURNMENT

President Lockwood adjourned the meeting at 3:35 P.M.

Respectfully submitted,

Heather Lockwood, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
November 18, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Community Room, 150 Pine Street, Traverse City at 10:02 A.M.

I ROLL CALL

The following Resident Members were present: Ellen Corcoran. Norma Loper was excused.
Commissioners: Roger Putman. Jim Friend was excused.
Staff: Tony Lentych, Executive Director.
Residents: Fritz Howell and Jo Simerson.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

Commissioner Putman moved (Corcoran support) to accept the meeting minutes from the October 18, 2019 meeting of this committee and the agenda for this meeting. The motion was approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. The Policy Review Schedule was presented and briefly reviewed.
- B. The committee discussed the Lower Boardman River Planning project. The "Fish Pass" Project was discussed and Commissioner Putman provided some background. It was noted that the DDA was presenting to the City Commission later that evening.
- C. Staff provided an update on the construction project next door – there was a conversation about the new crosswalks and that there needs to be a blinking light.

V OLD BUSINESS

- A. There is no update on the Safety & Evacuation Plan.
- B. There is no update on the TCHC Lease.
- C. Staff shared a "draft" Scope of Work from the architect about the work to be done at Riverview Terrace. There was a lengthy discussion about some of the items and staff explained what would be happening next. It was important to note that this was just a "draft" document and it may change in the near future.
- D. There was another conversation about the parking issue at Riverview Terrace but this one focused on snow removal.
- E. There is no update on the TCHC Procurement Plan.

VI NEW BUSINESS

- A. The Draft Calendar for 2020 Meeting of TCHC was distributed and discussed. There was agreement that the November 2020 meeting should be moved to December 4 to accommodate the Thanksgiving Holiday.
- B. The Schedule of Utility Allowances was distributed. After discussion, this item was recommended for approval to the Housing Commission.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Ellen Corcoran moved (Putman support) to adjourn the meeting at 10:50 A.M.

Respectfully submitted,

Tony Lentych, Executive Director



**Traverse City
Housing Commission**
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: November 2019

Family Self-Sufficiency (FSS) Program Report: November 2019

Resident Council Report: November 2019

EXECUTIVE DIRECTOR'S REPORT: November 22, 2019

This report covers the work accomplished from November 2, 2019 until November 21, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. RIVERVIEW TERRACE: We have (1) one unit open. And we anticipate that unit to be filled quickly.
2. ORCHARDVIEW: There are two (2) units open at this time with one opening at the end of the month. We expect to fill these units quickly as well.
3. EAST BAY FLATS: We continue to lease up additional units. Currently, we are just over 80% leased up. We were hoping to be at 90% by now so we have invested more in Apartments.com – this included some new photography of the units.

Housing Choice Vouchers

1. We have 176 HCVs filled at this time – we expect two more to come on-line before year's end. Those two families are looking for housing at this time but we don't anticipate issuing any new vouchers in the near term. We are still working with HUD every month and have applied to receive about \$25k to cover our shortfall.

Projects & Potential Projects

1. RAD: We continue to work on this with our consultants. Conducted one building meeting with residents. We had a building walk-through with our architects and development consultants – we now have a preliminary scope of work. We anticipate getting a full development budget ready before the end of the year. The next step after that will be to determine what financing plan (entity) best fits the scope of work.
2. Attended several meetings with Bay Area Transit Authority and others, including continued conversations with County officials, about a potential project. We are now examining another potential property that will be the same concept. Both properties are on the table. We have been weighing the pros and cons of these sites and plan to move forward soon.
3. Looking at another potential deal in the downtown area.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Continued to research new Housekeeping & Sanitary Standards Policy.
2. Several meetings and conversations with the leadership of the RTRC. Assisted in the coordination of their semi-annual elections. Recruited the League of Women Voters to assist.

Strategic Goal 3	Foster an environment of innovation and excellence.
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Financial

1. Prepared monthly financial reports for October 2019.
2. Working on follow-up with the Auditor to finalize our Fiscal Year 2019 Audit.

General Management

1. Staff is settling into new roles. Our intern has moved on to new adventures. Expect to re-advertise position at the end of November/early December.
2. Continued work on internal Policy Review. Reviewing Procurement Policy.

Office IT

1. Continued conversations with IT company employees to plan activities and upgrades as employees move around

TCHC

1. Attended one Commission Meeting (early November) and prepared for another (late November).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended a Governance & Compliance Committee meeting.

ERHC

1. Prepared for and attended a Commission Meeting (November).

2. Coordinated staff activities to implement management contract (schedules, duties, etc.).

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a phone call with CEDAM Committee.
3. Federal Home Loan Bank of Indianapolis: Attended a meeting in Indianapolis. Was elected Chair of the Affordable Housing Advisory Committee (AHAC) for a two-year term.
4. Leelanau County Housing Action Committee: Signed on to a letter of support for an Elmwood Township housing project.
5. Housing Solutions Network: Working with a sub-committee on “housing preservation”.
6. Co-hosted the principal of Michigan Future Inc. for a lunch with local leaders and Senator Wayne Schmidt. This is the same group of “economic leaders” in the State that want to utilize the ALICE statistics in State Policy including chairing a Rural Work Group and issuing a draft report.
7. Meeting with Uptown Developer to coordinate “neighborhood” issues.
8. Media: Worked with Record-Eagle on a story about potential BATA partnership.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Meetings, calls, and several emails with TCHC attorneys on Soil Issue at Orchardview. A Phase I Environmental Review was ordered and is near completion. Answered more questions about possible sale of property to those who read about the issue in the paper. Several meeting with HUD officials about Section 18 application.
2. Continued and conversations with the construction company (Cunningham-Limp).
3. Holiday/Vacation/Personal Time: None. Will be on Vacation the Week of the Thanksgiving Holiday.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

November 22, 2019

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) reporting places the program in the "High Performer" category:

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
21	19	90%	13	68%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are still not issuing new vouchers at this time, so enrollment for new participants has slowed significantly. I am attending the Family Support Team monthly meeting hosted by the Father Fred Foundation each month to learn more about local resources for our clients.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have one family that will be graduating the program and submitting a request for escrow funds at the next meeting. This family has become financially self-sufficient and will no longer be needing assistance from the TCHC. We have a new family from Orchardview Townhomes that has enrolled and they have begun working on their goals.

FSS Grant

We continue to make monthly draws on our grant. We have not heard about application for funding next year. This could be announced in December.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of October 2019. The financial reporting was completed in a timely and thorough manner. Once again, I received all the information and there have been no mistakes in accounting. Also attached, RTRC President Jo Simerson has submitted a letter to be included this month's packet that covers their recent activities.

On November 18, 2019, the RTRC held their bi-annual election of officers. With the assistance of the League of Women Voters, I am pleased to announce that the RTRC will be under new leadership starting January 1, 2020.

Congratulations to the new President, Ellen Corcoran and many thanks to Jo Simerson for her service and leadership during the past two years!

ATTACHMENT: Letter from RTRC President
Financial Reports
Election Results

Riverview Terrace Resident Council

FY 2019-2020

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 392.71	\$ 292.71	\$ 1,834.57	\$ 1,807.58	\$ 1,742.95	\$ 1,742.95	\$ 1,742.95
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 183.14	\$ 26.99	\$ 64.63	\$ -	\$ -	\$ -
SUB TOTAL	\$ 292.71	\$ 1,834.57	\$ 1,807.58	\$ 1,742.95	\$ 1,742.95	\$ 1,742.95	\$ 1,742.95

Unrestricted Balance Forward	\$ 175.60	\$ 167.39	\$ 104.14	\$ 107.87	\$ 642.41	\$ 642.41	\$ 642.41
Income	\$ 66.57	\$ -	\$ 35.56	\$ 658.82	\$ -	\$ -	\$ -
Expenses	\$ 74.78	\$ 63.25	\$ 31.83	\$ 124.28	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 167.39	\$ 104.14	\$ 107.87	\$ 642.41	\$ 642.41	\$ 642.41	\$ 642.41

EOM TOTAL*	\$ 460.10	\$ 1,938.71	\$ 1,915.45	\$ 2,385.36	\$ 2,385.36	\$ 2,385.36	\$ 2,385.36
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* Equals Bank Statement

Total Savings* = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 2,490.36

Current as of October 31, 2019



LAKE MICHIGAN CREDIT UNION
 P.O. Box 2848
 Grand Rapids, MI 49501-2848
 RETURN SERVICE REQUESTED

Your Statement Of Accounts
10/01/2019-10/31/2019
Your Account Number
xxxxxx1794
Page 1

76656 1 AV 0.383 131686-76656-344
 RIVERVIEW TERRACE RESIDENT COUNCIL
 150 PINE ST # MB1
 TRAVERSE CITY MI 49684-2478

Love your home even more with our fall home equity special! For a limited time, we've dropped our fixed-loan rate. Use your home's value to fund your home improvements, pay off high-interest credit card bills or student loan debt. To learn more or to schedule an appointment visit HomeEquity.LMCU.org or call (866) 294-3153.

RECEIVED
NOV 11 2019
 Traverse City
 Housing Commission

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,915.45	\$2,385.36
	Total		\$2,390.36

MEMBER SAVINGS

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Oct 01		Beginning Balance			\$5.00
Oct 31		Ending Balance			\$5.00

FREE CHECKING

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Oct 01		Beginning Balance			\$1,915.45
Oct 15	Oct 15	Draft 1173 Tracer 042000014969092 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$1,875.46
Oct 16	Oct 16	Withdrawal POS #928912843251 MEIJER 033 TRAVERSE CITY MI	(\$24.64)		\$1,850.82
Oct 20	Oct 20	Withdrawal POS #929316961115 MEIJER 033 TRAVERSE CITY MI	(\$27.55)		\$1,823.27
Oct 23	Oct 23	Deposit by Check		\$650.00	\$2,473.27
Oct 23	Oct 23	Deposit		\$8.82	\$2,482.09
Oct 28	Oct 28	Withdrawal POS #930100994954 GFS STORE #0919 1781 Barlow St Traverse City MI	(\$90.35)		\$2,391.74
Oct 30	Oct 30	Withdrawal POS #930300030405 CVS/PHARMACY #06 06843--626 WEST FRONT S TRAVERSE CITY MI	(\$6.38)		\$2,385.36
Oct 31		Ending Balance			\$2,385.36

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount
□ 1173	Oct 15	\$39.99			
	Total Checks Cleared	1		\$39.99	

The Asterisk (*) indicates a break in check sequence.

Dividend Summary

Account	Dividends Year To Date
MEMBER SAVINGS	\$0.00
FREE CHECKING	\$0.00
Total	\$0.00

**RIVERVIEW TERRACE RESIDENT COUNCIL
REPORT FOR TCHC BOARD PACKET NOVEMBER 2018**

*Our Halloween Party was a great success with 45 in attendance. Everyone enjoyed themselves and are still raving about the hot dogs! The costumes were great!

*Our Birthday Bash on the 13th was a lot of fun. We had 26 people in attendance sharing in all the goodies.

*The Election for the RTRC went as planned on the 18th. Here are the results....

PRESIDENT Ellen Corcoran

VICE PRESIDENT Laura Cole

SECRETARY Lois Dehart

TREASURER Betty Osbourne

SOCIAL COORDINATOR Jane Bishoff

Respectfully Submitted

Jo Simerson.... President



RIVERVIEW TERRACE RESIDENT COUNCIL
2019 Election Results

PRESIDENT

Ellen Corcoran

VICE PRESIDENT

Laura Cole

TREASURER

Betty Osborne

SECRETARY

Lois Dehart

SOCIAL COORDINATOR

Jane Bishoff

Riverview Terrace Resident Council

2020 Election Results

Total No. of Ballots Cast = 64

Total No. of Ballots Counted = 64

VICE PRESIDENT:

Laura Cole 30

Jeff Turner 12

Linda Woodcock 20

Certification:

Mary B. Grover

Mary Grover, League of Women Voters

Nov. 18, 2019

Date

Laura Cole

Laura Cole, Candidate for Vice President

11-18-19

Date

[Signature]

Jeff Turner, Candidate for Vice President

11/18/2019

Date

[Signature]

Jeff Turner, Candidate for Vice President

Nov 18, 2019

Date

LINDA WOODCOCK

Notary:

A Szabo

Signature

Date

11/18/19

A. SZABO
Notary Public, State of Michigan
County of Grand Traverse

My Commission Expires 10-19-2025

Acting in the County of Grand Traverse

Riverview Terrace Resident Council

2020 Election Results

Total No. of Ballots Cast = 64

Total No. of Ballots Counted = 64

PRESIDENT:

Ellen Corcoran 33

Jo Simerson 30

Certification:

Mary Grover
Mary Grover, League of Women Voters

Nov. 18, 2019

Date

Ellen Corcoran
Ellen Corcoran, Candidate for President

11/18/2019

Date

Jo Simerson
Jo Simerson, Candidate for President

11-18-2019

Date

Notary:

A. Szabo
Signature

11/18/19
Date

A. SZABO
Notary Public, State of Michigan
County of Grand Traverse
My Commission Expires 10-19-2025
Acting in the County of Grand Traverse



**Traverse City
Housing Commission**
a Public Housing Authority

OLD BUSINESS

2020 Consolidated Budget: October 2019

TCHC Policy Review Schedule: Review

Memorandum on RAD Update

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2019 YTD ACTUAL*	FY 2020 BUDGET	OCTOBER 2019 ACTUAL*	FY 2020 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 449,517.42	\$ 445,000.00	\$ 43,308.09	\$ 160,077.09	35.97%
Investment Interest	3,816.69	2,750.00	313.31	918.59	33.40%
Program Income: HCV	1,256,017.28	1,130,000.00	133,872.00	470,338.00	41.62%
Program Income: FSS	56,020.00	67,200.00	5,602.00	22,408.00	33.35%
Earned Income	175,639.02	205,000.00	10,900.69	88,954.26	43.39%
HUD Property Subsidy	246,768.50	260,000.00	23,623.00	121,061.00	46.56%
CFP / Draw on Surplus	-	160,000.00	-	31,817.77	19.89%
TOTAL OPERATING INCOME	\$ 2,187,778.91	\$ 2,269,950.00	\$ 217,619.09	\$ 895,574.71	39.45%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 213,803.33	\$ 239,500.00	\$ 15,914.46	\$ 68,373.64	28.55%
Benefits	74,667.00	60,969.17	3,002.01	19,045.53	31.24%
Compensated Absences	346.09	(1,500.00)	-	-	0.00%
Legal	14,987.34	20,000.00	780.50	23,750.92	100.00+%
Travel / Staff Training	9,437.24	16,000.00	1,767.82	3,516.13	21.98%
Accounting / Auditing	20,340.42	25,000.00	-	3,436.64	13.75%
General Office Expenses	61,172.93	70,000.00	7,157.09	26,754.34	38.22%
TOTAL OPERATING EXPENSES	\$ 394,754.35	\$ 429,969.17	\$ 28,621.88	\$ 144,877.20	33.69%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 6,640.33	\$ 9,500.00	\$ 274.34	\$ 3,013.81	31.72%
Cable Television	40,680.51	40,000.00	3,471.64	13,886.56	34.72%
HAP	1,156,960.45	1,100,000.00	97,913.70	395,594.08	35.96%
TOTAL TENANT PROGS / SERVICES	\$ 1,204,281.29	\$ 1,149,500.00	\$ 101,659.68	\$ 412,494.45	35.88%
<u>UTILITIES</u>					
Water	\$ 19,819.75	\$ 17,500.00	\$ 1,773.50	\$ 8,676.35	49.58%
Electricity	125,998.86	145,000.00	6,266.76	29,793.75	20.55%
Gas	20,442.63	22,000.00	169.22	797.84	3.63%
TOTAL UTILITIES	\$ 166,261.24	\$ 184,500.00	\$ 8,209.48	\$ 39,267.94	21.28%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 129,476.68	\$ 140,150.00	\$ 11,901.53	\$ 46,110.65	32.90%
Maintenance Benefits	40,796.97	50,641.76	1,871.20	12,643.42	24.97%
Materials	40,910.64	39,500.00	3,825.49	14,568.77	36.88%
Contract / CFP Costs	138,997.42	145,000.00	10,738.09	89,453.12	61.69%
TOTAL ORDINARY MAINTENANCE	\$ 350,181.71	\$ 375,291.76	\$ 28,336.31	\$ 162,775.96	43.37%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 30,961.55	\$ 31,500.00	\$ 2,692.26	\$ 10,853.68	34.46%
Payment in Lieu of Taxes	26,993.07	25,000.00	2,083.34	8,333.36	33.33%
Collection Losses	6,366.25	3,000.00	-	-	0.00%
Interest Expense / Other	26,103.43	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 90,424.30	\$ 92,500.00	\$ 4,775.60	\$ 19,187.04	20.74%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 4,525.88	\$ 10,000.00	\$ -	\$ 12,332.86	100.00+%
TOTAL OPERATING EXPENSES	\$ 2,210,428.77	\$ 2,241,760.93	\$ 171,602.95	\$ 790,935.45	35.28%
NET OPERATING INCOME (LOSS)	\$ (22,649.86)	\$ 28,189.07	\$ 46,016.14	\$ 104,639.26	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>					
	\$ (47,089.15)	\$ (20,000.00)	\$ (1,179.50)	\$ (29,175.85)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (69,739.01)	\$ 8,189.07	\$ 44,836.64	\$ 75,463.41	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	
TOTAL OPERATING EXPENSES	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
NET OPERATING INCOME (LOSS)	A grand total of all expenses.
PROPERTY IMPROVEMENTS/EQUIP*	This amount reflects total income over total expenses.
RESIDUAL RECEIPTS (DEFICIT)*	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances. This category utilizes prior year(s) receipts of funding. Final amounts to be determined by accountants.

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF OCTOBER 2019**

PUBLIC HOUSING

Chemical Bank	Checking	\$	90,784.58	
4Front Credit Union	Savings	\$	6,621.29	
TC State Bank	1051647	\$	164,771.02	
Huntington Bank	1388434863	\$	163,486.19	
TC State Bank	ICS Acct	\$	76,831.00	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,887.61	
Chemical Bank	CD 806592	\$	53,280.78	Certificate of Deposit
SUB TOTAL		\$	<u>582,666.25</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	155,173.71	
Chase Bank	135080088317	\$	72,766.65	Escrow Account
SUB TOTAL		\$	<u>227,940.36</u>	

OTHER

Reserves*/FSS/CFP		\$	511,356.06	Restricted
SUB TOTAL		\$	<u>511,356.06</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,321,962.67</u></u>	

* as of December 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 2018	May 2019	June 28, 2019
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Summer 2019	August 23, 2019
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	April 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	Summer 2019	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	January 2020	
Housekeeping & Sanitary Standards Policy	NEW	None	January 2020	Started

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Account Policy	September 16, 2008	None	October 2019	November 1, 2019
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2019	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	Spring 2020	On-Going
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	September 2019	September 27, 2019
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
Tresspass Policy	July 18, 2006	July 2008	May 2019	May 24, 2018
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 22, 2019

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

We had a great site visit with one of our architects and our Real Estate Development Consultants to help us firm up our cost estimates as we assemble our RAD Financing Plan. After an extensive walk-through of the Riverview Terrace site, we have a preliminary scope of work for our rehabilitation project. It is important to note that this is just the first step. We will now work with our construction partners to get "pricing" for each item. We will then decide the priority items and how much we can finance during the project. If you have any comments on this preliminary list, please let me know.

We do have monthly Resident Meeting scheduled for this month. I can report on that at our meeting.

ATTACHMENTS: DRAFT Scope of Work for Riverview Terrace

RIVERVIEW TERRACE
Traverse City Housing Commission
Traverse City, Michigan

November 14, 2019

SITE

1. Reconfigure parking/drive per proposed site plan. Install 3" leveling course and 1-1/2" finish course. Install 6" compacted subgrade and concrete curbing at new asphalt parking areas. Replace all curbs. Stripe all asphalt paving.
2. Provide new permanent exterior stair from fire lane to lower level.
3. Provide exterior accessible walk from parking lot to lower level.
4. Install new landscaping and lawns.
5. Replace entrance sign. Add lighting (with daylight sensors) to entrance sign. (LS)
6. Replace parking lot signage. Add signage at non-accessible doors directing to main entry. Add way-finding signage throughout site.
7. Install additional LED site lighting (± 20 poles with ± 30 heads). Add photocell control to all lights scheduled to remain.
8. Install 10 new surveillance cameras at parking lots, patios, walks, etc.

BUILDING EXTERIOR

1. Replace roof.
2. Replace all windows.
3. Clean and seal brick.

INTERIOR COMMON AREAS

1. Remove ACM popcorn from Corridor and public area ceilings.
2. Remove and replace carpet and carpet base at all Corridors (all floors).
3. Paint walls, doors, frames, and ceilings. Two-tone in Corridors.
4. Retain walk-off pad tile in Vestibule and Lobby.
5. Repair porcelain tile flooring at Lobby and Vestibule. Replace wood plank flooring in Lobby, making it flush with porcelain tile.
6. Remove existing resilient flooring and vinyl base and install new at Kitchenette, Laundry, Exercise Room, Community Room, and Toilet Rooms. (NOTE: ACM in floor mastic to be abated.)
7. Remove existing acoustical tile adhered to ceiling, and install new at Community Room and Kitchenette.

INTERIOR COMMON AREAS (Cont.)

8. Corridor handrail. (We have no notes on work scope. Please confirm replace, remove or no work.)
9. Renovate Elevator Lobby and Lounge on Floors 2 thru 10. Include furnishings at each floor and special flooring/paint scheme. Make Lounge special.
10. At each Common Toilet Room (two), remove/replace all existing bath accessories, plumbing fixtures, and countertops. Modify toilet partitions, walls, and relocate plumbing fixtures to meet current Accessibility standards. Assume both Men and Women will be single occupant. Utilize water-conserving plumbing fixtures.
11. Redesign Community Kitchen. Replace kitchen cabinets and countertops, and include Energy Star labeled appliances (refrigerator, microwave and dishwasher), and water-conserving plumbing fixtures (sink and disposer). Provide for accessibility.
12. Construct storage closets off Corridor adjacent to Maintenance.
13. New shades at all common space windows.
14. Install new epoxy floor in Mechanical/Maintenance Rooms.
15. Add vestibule to lower level entry adjacent to Exercise Room.

ELEVATORS

1. Refurbish existing elevators. Work to include replacement of cab, finishes, doors, door operators and required code upgrades.
2. Replace elevator controls, machines, door operators, traveling cable, etc.
3. Provide A/C for Machine Room.

LIVING UNITS

1. Paint walls and ceilings (use low or no VOC paints).
2. Replace refrigerator and range. Refrigerator shall be Energy Star labeled. Stoves to be non-burner.
3. Kitchen cabinets and countertops. (We have no notes on work scope. Please confirm replace, remove or no work.)
4. Replace kitchen sink and faucet. Delete disposal if code will allow. (NOTE: Existing sink requires abatement.)
5. Convert six units (5%) to fully accessible units and three units (2%) to visually- and hearing-impaired units. Work shall include, but not be limited to: remove tub and install roll-in shower at all units, complete with trim, shower valve and reduced flow shower head (<2.0 gpm) at 100 apartments; replace shower valve (<2.0 gpm); and install new medicine cabinet, mirror and bath accessories.
6. Replace lighting fixtures with new LED lighting fixtures throughout all units.
7. Mini-blinds at all windows. (We have no notes on work scope. Please confirm replace, remove or no work.)

LIVING UNITS (Cont.)

8. Replace closet doors, shelves and rods at all units. Use Landquist 1-1/8" bifold.

HANDICAPPED ACCESSIBLE LIVING UNITS

1. Reconfigure six apartments (on different floors) to meet Section 504, physically handicapped, to meet current codes by redesigning kitchen, bath, ensuring required clearances at doors, plumbing fixtures, and appliances.
2. Modify three apartments (on different floors) to meet Section 504 for visual and hearing impaired.

BUILDING HVAC / DOMESTIC HOT WATER / PLUMBING

1. Replace common area HVAC systems.
2. Replace domestic, tankless hot water heaters (in mechanical room) with high-efficiency, Energy Star models.
3. Replace range hood and bath exhaust at all handicapped apartments.
4. Replace two energy recover makeup air units and their condensers/chillers.

BUILDING ELECTRICAL

1. Throughout common areas, replace all light fixtures (Corridors, Sitting Areas, Library, Common Kitchen, Laundry, Exercise, Toilets, Community Room and site) with LED fixtures.
2. Update entire security cameras and recording system, including parking lot security cameras. Assume 50 cameras.
3. Replace existing fire alarm system and control center, and add annunciator. Extend system into apartments as required by code.
4. Remove obsolete emergency call system.
5. Replace entry door systems and monitored control system using key fobs. Replace door intercom system and rewire entire building.
6. Add WiFi to public areas.

FIRE & LIFE SAFETY SYSTEMS

1. Replace apartment smoke detectors and alarm devices, adding devices as necessary for one in each bedroom and one outside bedroom, all interconnected and hardwired.

TRASH COLLECTION SYSTEMS

1. Replace building trash compactor. Size and function to match existing. Include two new steel 2-yard dumpster containers.

END OF REHABILITATION WORK SCOPE



**Traverse City
Housing Commission**
a Public Housing Authority

NEW BUSINESS

Memorandum on Calendar Year 2020 Schedule of Meetings: Action Requested
Resolution to Adopt Schedule of Utility Allowances: Action Required
Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)
Presentation of Certificate to Outgoing Commissioner

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: 2020 TCHC Regular Meeting Schedule/Calendar

MESSAGE:

A draft schedule/calendar of regular meetings is attached to this memorandum. It is nearly identical the schedule/calendar that you adopted last year. Our November Meeting, however, has been moved to December 4, 2020 due to the Thanksgiving Holiday. In summary, we will have nine (9) Regular Meetings and one (1) Annual Meeting in 2020. We will also plan on having two Study Sessions in July and December 2020.

We need to publish this before the end of this calendar year. The meetings are still scheduled for 8:00 A.M. If this works for everyone, a simple motion to accept the schedule/calendar as presented will suffice.

ATTACHMENTS: DRAFT 2020 Meeting Schedule



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684
T: (231) 922-4915 | F: (231) 922-2893
TDD: (800) 649-3777
TCHousing.org

DRAFT 2020 MEETING SCHEDULE

THE **TRAVERSE CITY HOUSING COMMISSION** CONDUCTS ITS REGULAR MEETINGS AT 8:00 A.M. ON THE FOURTH FRIDAY OF EACH OF THE FOLLOWING MONTHS:

JANUARY	January 24, 2020
FEBRUARY	February 28, 2020
MARCH	March 27, 2020
APRIL	April 24, 2020
MAY	May 22, 2020
JUNE*	June 26, 2020*
AUGUST	August 28, 2020
SEPTEMBER	September 25, 2020
OCTOBER	October 23, 2020
DECEMBER	December 4, 2020

ALL MEETINGS WILL BE HELD AT EITHER ONE OF TWO LOCATIONS:

1. RIVERVIEW TERRACE, COMMUNITY ROOM, 150 PINE STREET, TRAVERSE CITY
2. GOVERNMENTAL CENTER, SECOND FLOOR, 400 BOARDMAN AVENUE, TRAVERSE CITY

ROOM LOCATION IN GOVERNMENT CENTER TO BE DETERMINED BASED UPON AVAILABILITY.

NOTES: There is no meeting scheduled for **JULY**. We plan to have a “Study Session” during that month and a “Strategic Plan Review” or “Study Session” in **DECEMBER** or early **JANUARY**.

* June is the official **ANNUAL MEETING** and includes the Annual Election of Officers.

PUBLISHED: DECEMBER 1, 2019

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Resolution on Utility Allowances

MESSAGE:

Attached you will find the utility allowance schedule for our entire Housing Choice Voucher (HCV) Program footprint. HUD requires that we review the utility allowances for our HCV Program on an annual basis and we are required to change the allowance for a utility category if there has been a change of 10% or more in the utility rate since the last revision.

The firm that compiles the information for us, Nelrod Company, found increases in propane, natural gas, fuel oil, and electric costs in every county. Nelrod completed its review of all the propane, gas, electric, water, and refuse costs in the six (6) county areas earlier this month. The Governance Committee has reviewed this schedule and recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT NEW STANDARDS FOR UTILITY ALLOWANCES

November 22, 2019

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) requires all local housing authorities including the Traverse City Housing Commission (TCHC) to review utility costs for the Housing Choice Voucher program annually; and

WHEREAS, TCHC contracted with Nelrod Company to research utility costs in a six (6) county area and to publish a utility allowance schedule that notifies the TCHC of all changes that exceed a 10% threshold from previous schedules; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Director and staff.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The Traverse City Housing Commission Board adopts the Fiscal Year 2020 Utility Allowance Schedule for the Housing Choice Voucher Program starting February 1, 2020.

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and

Urban Development

Office of Public and Indian Housing

Date (mm/dd/yyyy):

OMB Approval

No. 25577-0169

exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				
Utility or Service: Traverse City	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (<i>Consumers</i>)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (<i>Traverse</i>)	\$19.00	\$22.00	\$30.00	\$38.00	\$46.00	\$56.00
e. Electric Heat Pump (<i>Consumers</i>)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (<i>Traverse</i>)	\$17.00	\$19.00	\$23.00	\$26.00	\$29.00	\$32.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$14.00	\$17.00	\$23.00	\$30.00	\$36.00	\$43.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00
Water Heating						
a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (<i>Consumers</i>)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (<i>Traverse</i>)	\$10.00	\$12.00	\$15.00	\$19.00	\$22.00	\$25.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00
Water, Sewer, Trash Collection						
Water (<i>Traverse City</i>)	\$14.00	\$14.00	\$16.00	\$19.00	\$23.00	\$27.00
Sewer (<i>Traverse City</i>)	\$40.00	\$40.00	\$45.00	\$54.00	\$63.00	\$72.00
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating				
		\$				
Name of Family		Cooking				
		\$				
Address of Unit		Other Electric				
		\$				
Number of Bedrooms		Air Conditioning				
		\$				
		Water Heating				
		\$				
		Water				
		\$				
		Sewer				
		\$				
		Trash Collection				
		\$				
		Range / Microwave				
		\$				
		Refrigerator				
		\$				
		Other				
		\$				
		Other				
		\$				
		Total				
		\$				



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				
Utility or Service: Traverse City	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00
c. Electric (<i>Consumers</i>)	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00
d. Electric (<i>Traverse</i>)	\$27.00	\$32.00	\$42.00	\$53.00	\$64.00	\$75.00
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	\$38.00
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$18.00	\$21.00	\$29.00	\$37.00	\$46.00	\$55.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$4.00	\$6.00	\$7.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection						
Water (<i>Traverse City</i>)	\$14.00	\$14.00	\$16.00	\$19.00	\$23.00	\$27.00
Sewer (<i>Traverse City</i>)	\$40.00	\$40.00	\$45.00	\$54.00	\$63.00	\$72.00
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other—specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating \$				
Name of Family		Cooking \$				
Address of Unit		Other Electric \$				
		Air Conditioning \$				
Number of Bedrooms		Water Heating \$				
		Water \$				
		Sewer \$				
		Trash Collection \$				
		Range / Microwave \$				
		Refrigerator \$				
		Other \$				
		Other \$				
		Total \$				



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Traverse City Housing Commission, MI** Unit Type: **Detached House**

Utility or Service: Traverse City	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					

Heating						
a. Natural Gas	\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane	\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Consumers</i>)	\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric (<i>Traverse</i>)	\$45.00	\$54.00	\$64.00	\$75.00	\$85.00	\$96.00
e. Electric Heat Pump (<i>Consumers</i>)	\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump (<i>Traverse</i>)	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$45.00
g. Oil / Other	\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00

Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00

Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	\$65.00
Air Conditioning (<i>Consumers</i>)	\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning (<i>Traverse</i>)	\$1.00	\$1.00	\$3.00	\$5.00	\$7.00	\$8.00

Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00

Water, Sewer, Trash Collection						
Water (<i>Traverse City</i>)	\$14.00	\$14.00	\$16.00	\$19.00	\$23.00	\$27.00
Sewer (<i>Traverse City</i>)	\$40.00	\$40.00	\$45.00	\$54.00	\$63.00	\$72.00
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances	Utility or Service		per month cost			
	To be used by the family to compute allowance. Complete below for the actual unit rented.	Heating	\$			
Name of Family	Cooking	\$				
Address of Unit	Other Electric	\$				
	Air Conditioning	\$				
	Water Heating	\$				
	Water	\$				
	Sewer	\$				
	Trash Collection	\$				
	Range / Microwave	\$				
Number of Bedrooms	Refrigerator	\$				
	Other	\$				
	Other	\$				
	Total	\$				



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				
Utility or Service: Traverse City	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$107.00	\$121.00	
c. Electric (<i>Consumers</i>)	\$75.00	\$88.00	\$91.00	\$94.00	\$97.00	
d. Electric (<i>Traverse</i>)	\$47.00	\$56.00	\$58.00	\$60.00	\$62.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	
g. Oil / Other	\$89.00	\$104.00	\$125.00	\$143.00	\$161.00	
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	
Air Conditioning (<i>Consumers</i>)	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning (<i>Traverse</i>)	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	
Water, Sewer, Trash Collection						
Water (<i>Traverse City</i>)	\$14.00	\$14.00	\$16.00	\$19.00	\$23.00	
Sewer (<i>Traverse City</i>)	\$40.00	\$40.00	\$45.00	\$54.00	\$63.00	
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances		Utility or Service per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating \$				
Name of Family		Cooking \$				
		Other Electric \$				
Address of Unit		Air Conditioning \$				
		Water Heating \$				
		Water \$				
		Sewer \$				
		Trash Collection \$				
		Range / Microwave \$				
		Refrigerator \$				
		Other \$				
Number of Bedrooms		Other \$				
		Total \$				



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

Traverse City Housing Commission, MI

Unit Type: **Apartment (5 or More Units)**

Utility or Service: **Blair Township**

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances					

Heating

a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (<i>Consumers</i>)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (<i>Traverse</i>)	\$19.00	\$22.00	\$30.00	\$38.00	\$46.00	\$56.00
e. Electric Heat Pump (<i>Consumers</i>)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (<i>Traverse</i>)	\$17.00	\$19.00	\$23.00	\$26.00	\$29.00	\$32.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00

Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00

Other Electric & Cooling

Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$14.00	\$17.00	\$23.00	\$30.00	\$36.00	\$43.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00

Water Heating

a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (<i>Consumers</i>)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (<i>Traverse</i>)	\$10.00	\$12.00	\$15.00	\$19.00	\$22.00	\$25.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00

Water, Sewer, Trash Collection

Water (<i>Blair Township</i>)	\$32.00	\$32.00	\$37.00	\$42.00	\$48.00	\$58.00
Sewer	N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):							
Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex					
Utility or Service: Blair Township		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00	
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00	
c. Electric (<i>Consumers</i>)	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00	
d. Electric (<i>Traverse</i>)	\$27.00	\$32.00	\$42.00	\$53.00	\$64.00	\$75.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00	
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	\$38.00	
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00	
Cooking							
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00	
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00	
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$18.00	\$21.00	\$29.00	\$37.00	\$46.00	\$55.00	
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00	
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$4.00	\$6.00	\$7.00	
Water Heating							
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00	
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00	
Water, Sewer, Trash Collection							
Water (<i>Blair Township</i>)	\$32.00	\$32.00	\$37.00	\$42.00	\$48.00	\$58.00	
Sewer	N/A	N/A	N/A	N/A	N/A	N/A	
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges							
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances		Utility or Service per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating \$					
Name of Family		Cooking \$					
		Other Electric \$					
Address of Unit		Air Conditioning \$					
		Water Heating \$					
		Water \$					
		Sewer \$					
		Trash Collection \$					
		Range / Microwave \$					
		Refrigerator \$					
		Other \$					
Number of Bedrooms		Other \$					
		Total \$					



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: Blair Township		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Consumers</i>)		\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric (<i>Traverse</i>)		\$45.00	\$54.00	\$64.00	\$75.00	\$85.00	\$96.00
e. Electric Heat Pump (<i>Consumers</i>)		\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump (<i>Traverse</i>)		\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$45.00
g. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)		\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)		\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling							
Other Electric (Lights & Appliances) (<i>Consumers</i>)		\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)		\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	\$65.00
Air Conditioning (<i>Consumers</i>)		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning (<i>Traverse</i>)		\$1.00	\$1.00	\$3.00	\$5.00	\$7.00	\$8.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)		\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Traverse</i>)		\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water (<i>Blair Township</i>)		\$32.00	\$32.00	\$37.00	\$42.00	\$48.00	\$58.00
Sewer		N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection (<i>American Waste</i>)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$5.28 (Consumers)		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (Traverse)		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating \$					
Name of Family		Cooking \$					
		Other Electric \$					
		Air Conditioning \$					
Address of Unit		Water Heating \$					
		Water \$					
		Sewer \$					
		Trash Collection \$					
		Range / Microwave \$					
		Refrigerator \$					
		Other \$					
Number of Bedrooms		Other \$					
		Total \$					



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

Traverse City Housing Commission, MI

Unit Type: **Mobile Home**

Utility or Service: **Blair Township**

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances					

Heating

a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00
b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$107.00	\$121.00
c. Electric (<i>Consumers</i>)	\$75.00	\$88.00	\$91.00	\$94.00	\$97.00
d. Electric (<i>Traverse</i>)	\$47.00	\$56.00	\$58.00	\$60.00	\$62.00
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00
g. Oil / Other	\$89.00	\$104.00	\$125.00	\$143.00	\$161.00

Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00

Other Electric & Cooling

Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00
Air Conditioning (<i>Consumers</i>)	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00
Air Conditioning (<i>Traverse</i>)	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00

Water Heating

a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00

Water, Sewer, Trash Collection

Water (<i>Blair Township</i>)	\$32.00	\$32.00	\$37.00	\$42.00	\$48.00
Sewer	N/A	N/A	N/A	N/A	N/A
Trash Collection (<i>American Waste</i>)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: Blair Township (Outside City Limits)		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Cherryland</i>)		\$56.00	\$66.00	\$78.00	\$89.00	\$101.00	\$112.00
d. Electric Heat Pump (<i>Cherryland</i>)		\$30.00	\$35.00	\$42.00	\$47.00	\$52.00	\$57.00
e. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Cherryland</i>)		\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$15.00
Other Electric & Cooling							
Other Electric (Lights & Appliances)(<i>Cherryland</i>)		\$26.00	\$31.00	\$43.00	\$55.00	\$67.00	\$79.00
Air Conditioning (<i>Cherryland</i>)		\$2.00	\$2.00	\$4.00	\$6.00	\$8.00	\$11.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Cherryland</i>)		\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
d. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water (<i>Blair Township</i>)		\$32.00	\$32.00	\$37.00	\$42.00	\$48.00	\$58.00
Sewer		N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection (<i>American Waste</i>)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$18.72 (<i>Cherryland</i>)		\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				
Utility or Service: East Bay Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (<i>Consumers</i>)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (<i>Traverse</i>)	\$19.00	\$22.00	\$30.00	\$38.00	\$46.00	\$56.00
e. Electric Heat Pump (<i>Consumers</i>)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (<i>Traverse</i>)	\$17.00	\$19.00	\$23.00	\$26.00	\$29.00	\$32.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$14.00	\$17.00	\$23.00	\$30.00	\$36.00	\$43.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00
Water Heating						
a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (<i>Consumers</i>)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (<i>Traverse</i>)	\$10.00	\$12.00	\$15.00	\$19.00	\$22.00	\$25.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

Date (mm/dd/yyyy):						
Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				
Utility or Service: East Bay Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00
c. Electric (<i>Consumers</i>)	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00
d. Electric (<i>Traverse</i>)	\$27.00	\$32.00	\$42.00	\$53.00	\$64.00	\$75.00
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	\$38.00
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$18.00	\$21.00	\$29.00	\$37.00	\$46.00	\$55.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$4.00	\$6.00	\$7.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
Name of Family		Cooking		\$		
Address of Unit		Other Electric		\$		
		Air Conditioning		\$		
Number of Bedrooms		Water Heating		\$		
		Water		\$		
		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
		Other		\$		
		Total		\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: East Bay Township		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric <i>(Consumers)</i>		\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric <i>(Traverse)</i>		\$45.00	\$54.00	\$64.00	\$75.00	\$85.00	\$96.00
e. Electric Heat Pump <i>(Consumers)</i>		\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump <i>(Traverse)</i>		\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$45.00
g. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric <i>(Consumers)</i>		\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric <i>(Traverse)</i>		\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling							
Other Electric (Lights & Appliances) <i>(Consumers)</i>		\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances) <i>(Traverse)</i>		\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	\$65.00
Air Conditioning <i>(Consumers)</i>		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning <i>(Traverse)</i>		\$1.00	\$1.00	\$3.00	\$5.00	\$7.00	\$8.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric <i>(Consumers)</i>		\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric <i>(Traverse)</i>		\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water <i>(Grand Traverse)</i>		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer <i>(Grand Traverse)</i>		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection <i>(American Waste)</i>		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$5.28 (Consumers)		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (Traverse)		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				
Utility or Service: East Bay Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$107.00	\$121.00	
c. Electric (<i>Consumers</i>)	\$75.00	\$88.00	\$91.00	\$94.00	\$97.00	
d. Electric (<i>Traverse</i>)	\$47.00	\$56.00	\$58.00	\$60.00	\$62.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	
g. Oil / Other	\$89.00	\$104.00	\$125.00	\$143.00	\$161.00	
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	
Air Conditioning (<i>Consumers</i>)	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning (<i>Traverse</i>)	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
		Sewer		\$		
Address of Unit		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: East Bay Township (Outside City Limits)		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Cherryland</i>)		\$56.00	\$66.00	\$78.00	\$89.00	\$101.00	\$112.00
d. Electric Heat Pump (<i>Cherryland</i>)		\$30.00	\$35.00	\$42.00	\$47.00	\$52.00	\$57.00
e. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Cherryland</i>)		\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$15.00
Other Electric & Cooling							
Other Electric (Lights & Appliances)(<i>Cherryland</i>)		\$26.00	\$31.00	\$43.00	\$55.00	\$67.00	\$79.00
Air Conditioning (<i>Cherryland</i>)		\$2.00	\$2.00	\$4.00	\$6.00	\$8.00	\$11.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Cherryland</i>)		\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
d. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water (<i>Grand Traverse</i>)		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer (<i>Grand Traverse</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$18.72 (<i>Cherryland</i>)		\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
Name of Family		Cooking		\$			
Address of Unit		Other Electric		\$			
		Air Conditioning		\$			
Number of Bedrooms		Water Heating		\$			
		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
		Total		\$			



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				
Utility or Service: Village of Elk Rapids	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (<i>Consumers</i>)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (<i>Great Lakes</i>)	\$23.00	\$27.00	\$38.00	\$48.00	\$58.00	\$68.00
e. Electric Heat Pump (<i>Consumers</i>)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (<i>Great Lakes</i>)	\$21.00	\$24.00	\$29.00	\$32.00	\$36.00	\$40.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Great Lakes</i>)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)(<i>Consumers</i>)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances)(<i>Great Lakes</i>)	\$18.00	\$21.00	\$29.00	\$37.00	\$45.00	\$53.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (<i>Great Lakes</i>)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00
Water Heating						
a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (<i>Consumers</i>)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (<i>Great Lakes</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00
Water, Sewer, Trash Collection						
Water (<i>Village of Elk Rapids</i>)	\$54.00	\$55.00	\$61.00	\$68.00	\$75.00	\$81.00
Sewer (<i>Village of Elk Rapids</i>)	\$62.00	\$63.00	\$73.00	\$84.00	\$95.00	\$106.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$33.50 (<i>Great Lakes</i>)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating	\$			
		Cooking	\$			
Name of Family		Other Electric	\$			
		Air Conditioning	\$			
		Water Heating	\$			
		Water	\$			
		Sewer	\$			
Address of Unit		Trash Collection	\$			
		Range / Microwave	\$			
		Refrigerator	\$			
		Other	\$			
Number of Bedrooms		Other	\$			
		Total	\$			



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex					
Utility or Service: Village of Elk Rapids		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
Heating							
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00	
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00	
c. Electric (<i>Consumers</i>)	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00	
d. Electric (<i>Great Lakes</i>)	\$34.00	\$40.00	\$52.00	\$65.00	\$77.00	\$89.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00	
f. Electric Heat Pump (<i>Great Lakes</i>)	\$25.00	\$30.00	\$35.00	\$39.00	\$44.00	\$48.00	
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00	
Cooking							
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00	
d. Electric (<i>Great Lakes</i>)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances)(<i>Consumers</i>)	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00	
Other Electric (Lights & Appliances)(<i>Great Lakes</i>)	\$22.00	\$26.00	\$36.00	\$47.00	\$57.00	\$67.00	
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00	
Air Conditioning (<i>Great Lakes</i>)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$9.00	
Water Heating							
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00	
d. Electric (<i>Great Lakes</i>)	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$39.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00	
Water, Sewer, Trash Collection							
Water (<i>Village of Elk Rapids</i>)	\$54.00	\$55.00	\$61.00	\$68.00	\$75.00	\$81.00	
Sewer (<i>Village of Elk Rapids</i>)	\$62.00	\$63.00	\$73.00	\$84.00	\$95.00	\$106.00	
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges							
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$33.50 (<i>Great Lakes</i>)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances		Utility or Service per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family Address of Unit Number of Bedrooms		Heating	\$				
		Cooking	\$				
		Other Electric	\$				
		Air Conditioning	\$				
		Water Heating	\$				
		Water	\$				
		Sewer	\$				
		Trash Collection	\$				
		Range / Microwave	\$				
		Refrigerator	\$				
		Other	\$				
		Other	\$				
		Total	\$				



Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and
Urban Development

OMB Approval
No. 25577-0169

Office of Public and Indian Housing

exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: Village of Elk Rapids		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Consumers</i>)		\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric (<i>Great Lakes</i>)		\$56.00	\$66.00	\$77.00	\$88.00	\$100.00	\$111.00
e. Electric Heat Pump (<i>Consumers</i>)		\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump (<i>Great Lakes</i>)		\$30.00	\$35.00	\$41.00	\$46.00	\$51.00	\$57.00
g. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)		\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Great Lakes</i>)		\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00
Other Electric & Cooling							
Other Electric (Lights & Appliances)(<i>Consumers</i>)		\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances)(<i>Great Lakes</i>)		\$26.00	\$31.00	\$42.00	\$54.00	\$66.00	\$78.00
Air Conditioning (<i>Consumers</i>)		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning (<i>Great Lakes</i>)		\$1.00	\$2.00	\$4.00	\$6.00	\$8.00	\$11.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)		\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Great Lakes</i>)		\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$39.00
e. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water (<i>Village of Elk Rapids</i>)		\$54.00	\$55.00	\$61.00	\$68.00	\$75.00	\$81.00
Sewer (<i>Village of Elk Rapids</i>)		\$62.00	\$63.00	\$73.00	\$84.00	\$95.00	\$106.00
Trash Collection (<i>American Waste</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$5.28 (<i>Consumers</i>)		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$33.50 (<i>Great Lakes</i>)		\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating					
		\$					
Name of Family		Cooking					
		\$					
Address of Unit		Other Electric					
		\$					
Number of Bedrooms		Air Conditioning					
		\$					
		Water Heating					
		\$					
		Water					
		\$					
		Sewer					
		\$					
		Trash Collection					
		\$					
		Range / Microwave					
		\$					
		Refrigerator					
		\$					
		Other					
		\$					
		Other					
		\$					
		Total					
		\$					



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home					
Utility or Service: Village of Elk Rapids		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
Heating							
a. Natural Gas		\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
b. Bottle Gas/Propane		\$66.00	\$79.00	\$93.00	\$107.00	\$121.00	
c. Electric (<i>Consumers</i>)		\$75.00	\$88.00	\$91.00	\$94.00	\$97.00	
d. Electric (<i>Great Lakes</i>)		\$58.00	\$69.00	\$71.00	\$73.00	\$75.00	
e. Electric Heat Pump (<i>Consumers</i>)		\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	
f. Electric Heat Pump (<i>Great Lakes</i>)		\$25.00	\$30.00	\$35.00	\$39.00	\$44.00	
g. Oil / Other		\$89.00	\$104.00	\$125.00	\$143.00	\$161.00	
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	
c. Electric (<i>Consumers</i>)		\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	
d. Electric (<i>Great Lakes</i>)		\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances) (<i>Consumers</i>)		\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	
Other Electric (Lights & Appliances) (<i>Great Lakes</i>)		\$26.00	\$31.00	\$42.00	\$54.00	\$66.00	
Air Conditioning (<i>Consumers</i>)		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning (<i>Great Lakes</i>)		\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	
c. Electric (<i>Consumers</i>)		\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	
d. Electric (<i>Great Lakes</i>)		\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	
e. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	
Water, Sewer, Trash Collection							
Water (<i>Village of Elk Rapids</i>)		\$54.00	\$55.00	\$61.00	\$68.00	\$75.00	
Sewer (<i>Village of Elk Rapids</i>)		\$62.00	\$63.00	\$73.00	\$84.00	\$95.00	
Trash Collection (<i>American Waste</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges							
Electric Charge \$5.28 (<i>Consumers</i>)		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$33.50 (<i>Great Lakes</i>)		\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family Address of Unit Number of Bedrooms		Heating		\$			
		Cooking		\$			
		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
		Total		\$			



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				
Utility or Service: Elmwood Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (<i>Consumers</i>)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (<i>Traverse</i>)	\$19.00	\$22.00	\$30.00	\$38.00	\$46.00	\$56.00
e. Electric Heat Pump (<i>Consumers</i>)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (<i>Traverse</i>)	\$17.00	\$19.00	\$23.00	\$26.00	\$29.00	\$32.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$14.00	\$17.00	\$23.00	\$30.00	\$36.00	\$43.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (<i>Traverse</i>)	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00
Water Heating						
a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (<i>Consumers</i>)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (<i>Traverse</i>)	\$10.00	\$12.00	\$15.00	\$19.00	\$22.00	\$25.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$26.00	\$26.00	\$29.00	\$35.00	\$41.00	\$47.00
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
Address of Unit		Water		\$		
		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
Number of Bedrooms		Other		\$		
		Other		\$		
		Total		\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				
Utility or Service: Elmwood Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00
c. Electric <i>(Consumers)</i>	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00
d. Electric <i>(Traverse)</i>	\$27.00	\$32.00	\$42.00	\$53.00	\$64.00	\$75.00
e. Electric Heat Pump <i>(Consumers)</i>	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00
f. Electric Heat Pump <i>(Traverse)</i>	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	\$38.00
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric <i>(Consumers)</i>	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric <i>(Traverse)</i>	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) <i>(Consumers)</i>	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00
Other Electric (Lights & Appliances) <i>(Traverse)</i>	\$18.00	\$21.00	\$29.00	\$37.00	\$46.00	\$55.00
Air Conditioning <i>(Consumers)</i>	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning <i>(Traverse)</i>	\$2.00	\$2.00	\$3.00	\$4.00	\$6.00	\$7.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric <i>(Consumers)</i>	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric <i>(Traverse)</i>	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection						
Water <i>(Grand Traverse)</i>	\$26.00	\$26.00	\$29.00	\$35.00	\$41.00	\$47.00
Sewer <i>(Grand Traverse)</i>	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection <i>(American Waste)</i>	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 <i>(Consumers)</i>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 <i>(Traverse)</i>	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
Address of Unit		Water		\$		
		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				
Utility or Service: Elmwood Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane	\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Consumers</i>)	\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric (<i>Traverse</i>)	\$45.00	\$54.00	\$64.00	\$75.00	\$85.00	\$96.00
e. Electric Heat Pump (<i>Consumers</i>)	\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump (<i>Traverse</i>)	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$45.00
g. Oil / Other	\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	\$65.00
Air Conditioning (<i>Consumers</i>)	\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning (<i>Traverse</i>)	\$1.00	\$1.00	\$3.00	\$5.00	\$7.00	\$8.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$26.00	\$26.00	\$29.00	\$35.00	\$41.00	\$47.00
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances						
To be used by the family to compute allowance. Complete below for the actual unit rented.			Utility or Service		per month cost	
			Heating		\$	
Name of Family			Cooking		\$	
			Other Electric		\$	
Address of Unit			Air Conditioning		\$	
			Water Heating		\$	
Number of Bedrooms			Water		\$	
			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				
Utility or Service: Elmwood Township	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$107.00	\$121.00	
c. Electric (<i>Consumers</i>)	\$75.00	\$88.00	\$91.00	\$94.00	\$97.00	
d. Electric (<i>Traverse</i>)	\$47.00	\$56.00	\$58.00	\$60.00	\$62.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	
f. Electric Heat Pump (<i>Traverse</i>)	\$20.00	\$24.00	\$28.00	\$31.00	\$35.00	
g. Oil / Other	\$89.00	\$104.00	\$125.00	\$143.00	\$161.00	
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	
d. Electric (<i>Traverse</i>)	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	
Other Electric & Cooling						
Other Electric (Lights & Appliances) (<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	
Other Electric (Lights & Appliances) (<i>Traverse</i>)	\$21.00	\$24.00	\$34.00	\$44.00	\$54.00	
Air Conditioning (<i>Consumers</i>)	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning (<i>Traverse</i>)	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	
d. Electric (<i>Traverse</i>)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	
Water, Sewer, Trash Collection						
Water (<i>Grand Traverse</i>)	\$26.00	\$26.00	\$29.00	\$35.00	\$41.00	
Sewer (<i>Grand Traverse</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$7.80 (<i>Traverse</i>)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances						
To be used by the family to compute allowance. Complete below for the actual unit rented.			Utility or Service		per month cost	
			Heating	\$		
Name of Family			Cooking	\$		
			Other Electric	\$		
Address of Unit			Air Conditioning	\$		
			Water Heating	\$		
Number of Bedrooms			Water	\$		
			Sewer	\$		
			Trash Collection	\$		
			Range / Microwave	\$		
			Refrigerator	\$		
			Other	\$		
			Other	\$		
			Total	\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

Traverse City Housing Commission, MI

Unit Type: **Apartment (5 or More Units)**

Utility or Service: **Village of Kalkaska**

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$21.00	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00
b. Bottle Gas/Propane	\$56.00	\$65.00	\$77.00	\$87.00	\$100.00	\$110.00
c. Electric (Consumers)	\$30.00	\$35.00	\$48.00	\$62.00	\$75.00	\$88.00
d. Electric (Great Lakes)	\$23.00	\$27.00	\$38.00	\$48.00	\$58.00	\$68.00
e. Electric Heat Pump (Consumers)	\$27.00	\$31.00	\$37.00	\$42.00	\$47.00	\$51.00
f. Electric Heat Pump (Great Lakes)	\$21.00	\$24.00	\$29.00	\$32.00	\$36.00	\$40.00
g. Oil / Other	\$74.00	\$86.00	\$101.00	\$116.00	\$134.00	\$149.00

Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (Consumers)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (Great Lakes)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00

Other Electric & Cooling

Other Electric (Lights & Appliances)(Consumers)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$69.00
Other Electric (Lights & Appliances)(Great Lakes)	\$18.00	\$21.00	\$29.00	\$37.00	\$45.00	\$53.00
Air Conditioning (Consumers)	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00
Air Conditioning (Great Lakes)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00

Water Heating

a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$16.00	\$23.00	\$30.00	\$38.00	\$44.00
c. Electric (Consumers)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Electric (Great Lakes)	\$13.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
e. Oil / Other	\$18.00	\$21.00	\$30.00	\$42.00	\$51.00	\$59.00

Water, Sewer, Trash Collection

Water (Village of Kalkaska)	\$19.00	\$20.00	\$22.00	\$24.00	\$27.00	\$29.00
Sewer (Village of Kalkaska)	\$41.00	\$42.00	\$47.00	\$51.00	\$56.00	\$61.00
Trash Collection (American Waste)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$5.28 (Consumers)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$33.50 (Great Lakes)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality: Traverse City Housing Commission, MI		Date (mm/dd/yyyy):				
Utility or Service: Village of Kalkaska		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$26.00	\$31.00	\$36.00	\$40.00	\$45.00	\$50.00
b. Bottle Gas/Propane	\$68.00	\$82.00	\$96.00	\$108.00	\$122.00	\$136.00
c. Electric (<i>Consumers</i>)	\$43.00	\$51.00	\$67.00	\$83.00	\$99.00	\$115.00
d. Electric (<i>Great Lakes</i>)	\$34.00	\$40.00	\$52.00	\$65.00	\$77.00	\$89.00
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	\$62.00
f. Electric Heat Pump (<i>Great Lakes</i>)	\$25.00	\$30.00	\$35.00	\$39.00	\$44.00	\$48.00
g. Oil / Other	\$92.00	\$110.00	\$128.00	\$146.00	\$164.00	\$181.00
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (<i>Great Lakes</i>)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)(<i>Consumers</i>)	\$29.00	\$34.00	\$47.00	\$60.00	\$74.00	\$87.00
Other Electric (Lights & Appliances)(<i>Great Lakes</i>)	\$22.00	\$26.00	\$36.00	\$47.00	\$57.00	\$67.00
Air Conditioning (<i>Consumers</i>)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning (<i>Great Lakes</i>)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$9.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (<i>Great Lakes</i>)	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$39.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection						
Water (<i>Village of Kalkaska</i>)	\$19.00	\$20.00	\$22.00	\$24.00	\$27.00	\$29.00
Sewer (<i>Village of Kalkaska</i>)	\$41.00	\$42.00	\$47.00	\$51.00	\$56.00	\$61.00
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$33.50 (<i>Great Lakes</i>)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
		Sewer		\$		
Address of Unit		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval

No. 25577-0169

exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Date (mm/dd/yyyy):

Locality: Traverse City Housing Commission, MI	Unit Type: Detached House
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Utility or Service: Village of Kalkaska	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					

Heating						
a. Natural Gas	\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane	\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (Consumers)	\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$144.00
d. Electric (Great Lakes)	\$56.00	\$66.00	\$77.00	\$88.00	\$100.00	\$111.00
e. Electric Heat Pump (Consumers)	\$38.00	\$45.00	\$53.00	\$60.00	\$66.00	\$73.00
f. Electric Heat Pump (Great Lakes)	\$30.00	\$35.00	\$41.00	\$46.00	\$51.00	\$57.00
g. Oil / Other	\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00

Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (Consumers)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00
d. Electric (Great Lakes)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00

Other Electric & Cooling						
Other Electric (Lights & Appliances)(Consumers)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	\$102.00
Other Electric (Lights & Appliances)(Great Lakes)	\$26.00	\$31.00	\$42.00	\$54.00	\$66.00	\$78.00
Air Conditioning (Consumers)	\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$14.00
Air Conditioning (Great Lakes)	\$1.00	\$2.00	\$4.00	\$6.00	\$8.00	\$11.00

Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (Consumers)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	\$51.00
d. Electric (Traverse)	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$39.00
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00

Water, Sewer, Trash Collection						
Water (Village of Kalkaska)	\$19.00	\$20.00	\$22.00	\$24.00	\$27.00	\$29.00
Sewer (Village of Kalkaska)	\$41.00	\$42.00	\$47.00	\$51.00	\$56.00	\$61.00
Trash Collection (American Waste)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00

Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges						
Electric Charge \$5.28 (Consumers)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Electric Charge \$33.50 (Great Lakes)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances	Utility or Service	
	per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.	Heating	\$
Name of Family	Cooking	\$
Address of Unit	Other Electric	\$
	Air Conditioning	\$
	Water Heating	\$
	Water	\$
	Sewer	\$
	Trash Collection	\$
	Range / Microwave	\$
Number of Bedrooms	Refrigerator	\$
	Other	\$
	Other	\$
	Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Traverse City Housing Commission, MI** Unit Type: **Mobile Home**

Utility or Service: Village of Kalkaska	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
--	-------------	-------------	-------------	-------------	-------------	-------------

Monthly Dollar Allowances

Heating						
a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$107.00	\$121.00	
c. Electric (<i>Consumers</i>)	\$75.00	\$88.00	\$91.00	\$94.00	\$97.00	
d. Electric (<i>Great Lakes</i>)	\$58.00	\$69.00	\$71.00	\$73.00	\$75.00	
e. Electric Heat Pump (<i>Consumers</i>)	\$32.00	\$38.00	\$45.00	\$51.00	\$56.00	
f. Electric Heat Pump (<i>Great Lakes</i>)	\$25.00	\$30.00	\$35.00	\$39.00	\$44.00	
g. Oil / Other	\$89.00	\$104.00	\$125.00	\$143.00	\$161.00	
Cooking						
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	
c. Electric (<i>Consumers</i>)	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	
d. Electric (<i>Great Lakes</i>)	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	
Other Electric & Cooling						
Other Electric (Lights & Appliances)(<i>Consumers</i>)	\$34.00	\$39.00	\$55.00	\$70.00	\$86.00	
Other Electric (Lights & Appliances)(<i>Great Lakes</i>)	\$26.00	\$31.00	\$42.00	\$54.00	\$66.00	
Air Conditioning (<i>Consumers</i>)	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning (<i>Great Lakes</i>)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane	\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	
c. Electric (<i>Consumers</i>)	\$21.00	\$24.00	\$31.00	\$38.00	\$44.00	
d. Electric (<i>Great Lakes</i>)	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	
e. Oil / Other	\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	
Water, Sewer, Trash Collection						
Water (<i>Village of Kalkaska</i>)	\$19.00	\$20.00	\$22.00	\$24.00	\$27.00	
Sewer (<i>Village of Kalkaska</i>)	\$41.00	\$42.00	\$47.00	\$51.00	\$56.00	
Trash Collection (<i>American Waste</i>)	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges						
Electric Charge \$5.28 (<i>Consumers</i>)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Electric Charge \$33.50 (<i>Great Lakes</i>)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	
Natural Gas Charge \$12.23	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances						
To be used by the family to compute allowance. Complete below for the actual unit rented.			Utility or Service		per month cost	
Name of Family			Heating		\$	
			Cooking		\$	
Address of Unit			Other Electric		\$	
			Air Conditioning		\$	
Number of Bedrooms			Water Heating		\$	
			Water		\$	
			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):


Locality: Traverse City Housing Commission, MI		Unit Type: Detached House					
Utility or Service: Elmwood Township (Outside City Limits)		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
		Monthly Dollar Allowances					
Heating							
a. Natural Gas		\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00
b. Bottle Gas/Propane		\$79.00	\$93.00	\$108.00	\$126.00	\$142.00	\$159.00
c. Electric (<i>Cherryland</i>)		\$56.00	\$66.00	\$78.00	\$89.00	\$101.00	\$112.00
d. Electric Heat Pump (<i>Cherryland</i>)		\$30.00	\$35.00	\$42.00	\$47.00	\$52.00	\$57.00
e. Oil / Other		\$104.00	\$125.00	\$146.00	\$167.00	\$190.00	\$211.00
Cooking							
a. Natural Gas		\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane		\$5.00	\$5.00	\$9.00	\$12.00	\$16.00	\$17.00
c. Electric (<i>Cherryland</i>)		\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$15.00
Other Electric & Cooling							
Other Electric (Lights & Appliances)(<i>Cherryland</i>)		\$26.00	\$31.00	\$43.00	\$55.00	\$67.00	\$79.00
Air Conditioning (<i>Cherryland</i>)		\$2.00	\$2.00	\$4.00	\$6.00	\$8.00	\$11.00
Water Heating							
a. Natural Gas		\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
b. Bottle Gas/Propane		\$17.00	\$19.00	\$28.00	\$38.00	\$45.00	\$56.00
c. Electric (<i>Cherryland</i>)		\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
d. Oil / Other		\$24.00	\$27.00	\$39.00	\$51.00	\$62.00	\$74.00
Water, Sewer, Trash Collection							
Water (<i>Grand Traverse</i>)		\$26.00	\$26.00	\$29.00	\$35.00	\$41.00	\$47.00
Sewer (<i>Grand Traverse</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection (<i>American Waste</i>)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges							
Electric Charge \$18.72 (<i>Cherryland</i>)		\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Natural Gas Charge \$12.23		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 22, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Request for Closed Session

MESSAGE:

The Traverse City Housing Commission needs to review some items related to the potential purchase of a property for an affordable housing project located within the City of Traverse City. A closed session is allowed in order to evaluate an agreement to purchase property per MCL 15.268(d) [see below].

Any Commissioner, therefore, wishing to enter into a closed session may do so with by offering the following motion:

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss the purchase of a property per MCL 15.268(d).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

A public body may meet in a closed session only for the following purposes:

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.



Certificate of Appreciation

This certificate is presented to

SARAH LUCAS

In recognition of her professional advocacy for affordable housing across our region, and in recognition of her enthusiastic service to the

TRAVERSE CITY HOUSING COMMISSION

while serving as an appointed Commissioner.

Heather Lockwood, TCHC President

Date



**Traverse City
Housing Commission**
a Public Housing Authority

CORRESPONDENCE

November 16, 2019 Record Eagle Article entitled, "BATA Needs New Home"

November 19, 2019 HUD Letter on HCV Year-End Funding Request

City of Traverse City Press Release on Seeking Applicants for Board Openings

BATA Needs New Home

By Jordan Travis

November 16, 2019

TRAVERSE CITY — The hunt is on for a site where Bay Area Transportation Authority can build a new headquarters and operations center.

Kelly Dunham, BATA's executive director, said the authority is looking for a site close to Traverse City.

Traverse City Housing Commission could also join in on the project to provide housing on-site, a partnership that could net more federal funding.

"We think that it could be really great for residents in our community and provide a unique ability to live near transit and not have to own a vehicle," Dunham said.

Housing commission Executive Director Tony Lentych said the idea for housing is at the earliest stages and may not come to fruition. But the idea of pairing affordable housing and transportation is intriguing to both parties.

"We're thinking mostly workforce housing for people who get up and take the first bus into town," he said.

The authority has outgrown its current facility as it adds more services, staff and buses, Dunham said.

BATA's recent service increases include adding the Bayline, a free bus route that runs east-west through downtown Traverse City every 15 minutes, with the Traverse City Downtown Development Authority and other sponsors underwriting the fares.

The Leelanau Loop started in mid-2019 and runs from Northport to Leland to Lake Leelanau to Suttons Bay on weekdays.

Rider demand drives that increase in services, BATA Communications Director Eric Lingaur said.

Ridership figures show how that demand keeps increasing, with more people riding BATA buses year over year. The authority gave 591,307 rides from October 2018 through September 2019, compared to 532,667 over the prior 12-month period.

"There's a cadence between all of those things," Lingaur said. "Ridership is increasing, service is increasing as well to meet ridership demand, and then as you add more services you need more vehicles to provide that service. They're all kind of related to each other."

BATA has been bursting at the seams at its location at Cass and South Airport roads for some time, Dunham said. The authority coped by buying or leasing a handful of adjacent properties, and another a quarter-mile away on Cass Road. That's where the authority has a warehouse, training facilities and an office.

So the authority's board of directors formed a subcommittee in early 2019 to explore options for its facilities, Dunham said.

It's important that the new location be close to the city, because adding more distance to bus routes would increase operating costs, Dunham said — she figures five minutes of driving time for all the authority's buses combined totals around \$30,000 a year.

That limits the number of available lots large enough to site a new facility, but there are some contenders, Dunham said.

"We are seriously looking at a couple different properties right now," she said.

A number of things need to happen first, including getting Federal Transit Administration funds, Dunham said. The agency awards competitive capital improvement grants each year, and she's hoping to know before year's end if BATA's application succeeded.

BATA has a capital reserve fund that could provide some money from the project but the bulk would be state and federal dollars, Dunham said.

The Hall Street Transfer Station would continue to operate as-is, Dunham said. It's too soon to say whether the authority would need to retain its facility at Cass and South Airport roads.

"Ideally, we would be in a position to sell this property and have everything consolidated at the new headquarters facility," she said.



OFFICE OF PUBLIC AND INDIAN HOUSING

November 19, 2019

MI080
TRAVERSE CITY HSG. COMM.
10200 EAST CARTER CENTRE
TRAVERSE CITY, MI 49684

Dear Executive Director:

**Subject: Housing Choice Voucher Programs (HCVP) CY 2019 Renewal Funding Set-Aside Request
Category 1: Shortfall Funds**

The Department has received your request for funding from the calendar year (CY) 2019 renewal funding Set-aside, as outlined in PIH Notice 2019-08. Your public housing agency (PHA) submitted a request under Category 1 Shortfall Funds, which provides adjustment funding to prevent terminations of participating families in the Housing Choice Voucher program due to insufficient funding.

Based on the criteria established in the Notice 2019-08, your PHA has been determined to be eligible for funding under Category 1, Shortfall Funds, and the Department will obligate and disburse funds in the amount of \$27,339 on your PHA's behalf.

The amount being provided is shown in cell P10 - the "Projected 12/31 Total HAP Reserves" for 2019 in the attached enclosure (Two-Year Forecasting Tool). Please note that these Shortfall Funds will be disbursed to your agency as needed according to cash management rules.

The projected shortfall includes the most recent Voucher Management System (VMS) data and the PHA-provided available leasing and expense data. If the projected shortfall is less than the actual shortfall based on validated VMS data, your agency will be provided the additional shortfall funds to support the actual HAP needs, subject to the availability of funds.

As stated in PIH Notice 2019-08, HUD determined the shortfall amount using the Two Year Forecasting Tool. The Shortfall Prevention Team (SPT) or FMC F/A, using this tool, has calculated your projected shortfall for CY 2019 and a copy of the tool is enclosed for your records. HUD's Two-Year Forecasting Tool and Step-by-Step Guide can be found at Office of Housing Choice Vouchers Website.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv

PHAs are reminded of the need to continue to comply with the reasonable cost-savings measures as certified on Attachment A of the application for funds under Category 1 as identified below for the duration of the CY 2019:

- (1) The PHA continues to work with the SPT to aggressively monitor the status of the shortfall through the end of the CY 2019.
- (2) The PHA has ceased to absorb portable vouchers.
- (3) The PHA has ceased issuing vouchers to applicants. (Please note this does not apply to families that are participants and were issued a voucher to move to a different unit. This restriction is also not applicable to vouchers issued to program applicants under special-purpose voucher increments awarded in CY 2018 or CY 2019. These special-purpose vouchers include VASH, Family Unification Program (FUP), Non-Elderly Disabled (NED), and Tenant Protection vouchers initially awarded in 2018 and/or 2019. Vouchers issued to applicants moving into Project-Based Voucher (PBV) units in order to allow the PHA to meet its contractual obligation to fill PBV AHAP units being placed under HAP for the first time, and PBV units currently under HAP that are vacated by program participants. However, tenant-based vouchers are not to be issued to participants living in PBV units who are requesting a voluntary move with a tenant-based voucher after the date of your agency's confirmed shortfall. (However, if a unit becomes vacant, the PBV unit shall be filled with a family from the waiting list)
- (4) Failure to adhere to the terms of the certification will result in a reduction or cancellation of the funds provided under this category and may result in administrative sanctions, including a reduction in administrative fees. The SPT will continue to work with your agency throughout the year in order to monitor the shortfall. HUD may reduce the reserved funds if it is determined that funds reserved will exceed the amount necessary to meet the PHA's actual costs.

If you have any questions concerning this letter, please contact your assigned SPT member. Thank you for your continued participation in the Housing Choice Voucher Program to serve the needs of your community.

Sincerely

Miguel A. Fontáñez

Digitally signed by Miguel A. Fontáñez
DN: CN = Miguel A. Fontáñez, C = US, O = Housing
Voucher Financial Management Division, OU = Director
Reason: I am approving this document

Miguel A. Fontáñez
Director
Financial Management Division

Enclosure



**PRESS RELEASE
FOR IMMEDIATE RELEASE**

Subject: Available Positions on Various City Boards!

*Contact: Katelyn Zeits, Deputy City Clerk
kzeits@traversecitymi.gov*

Are you passionate about your City and have a desire to give back?

The City welcomes your active participation on a volunteer City board. The City is seeking candidates for a variety of Boards. Join other volunteer in shaping policy initiatives and services affecting your community. The City looks forward to hearing from you!

The following Boards have positions with expiring terms or current vacancies:

- Human Rights Commission
- Housing Commission
- Arts Commission
- Economic Development Corporation & Brownfield Redevelopment Authority
- Board of Zoning Appeals – Alternate Member

Thank you for your interest in serving on one of Traverse City's Boards! As a potential Board member, you will serve as an ambassador to the community, helping our City Commission move forward with services affecting the community. No matter your interests, we have a Board to fit your passion. All Boards help us build a great community together.

For more information on these boards and other City boards, or to find our "*Application to Become Involved*," please visit www.traversecitymi.gov/boards.asp.

If you are interested in serving, please submit your application to the City Clerk's Office by Monday, December 2, 2019 in person at 400 Boardman Ave., or by email: kzeits@traversecitymi.gov.

Applications are accepted on an ongoing basis for all boards and commissions.