



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, August 25, 2017 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

TABLE OF CONTENTS

August 25, 2017 Regular Meeting Agenda	5
June 23, 2017 Regular Meeting Minutes	8
July 25, 2017 Study Session Meeting Minutes	12
July 18, 2017 Special Meeting Minutes	14
August 2, 2017 Special Meeting Minutes	15
Schedule of Disbursements for June 2017 for Public Housing	16
Schedule of Disbursements for June 2017 for HCV Section 8 Programs	19
Schedule of Disbursements for July 2017 for HCV Section 8 Programs	22
Schedule of Disbursements for July 2017 for Public Housing	25
Invoices for August 2017	29
Financial Statements for June 2017	35
Financial Statements for July 2017	42
July 25, 2017 Executive Committee Meeting Minutes	50
July 27, 2017 Executive Committee Meeting Minutes	51
August 2, 2017 Executive Committee Meeting Minutes	52
July 20, 2017 Governance Committee Meeting Minutes	53
August 17, 2017 Governance Committee Meeting Minutes	55
June 13, 2017 Ad Hoc Committee on Harassment/Bullying Meeting Minutes	56
June 27, 2017 Ad Hoc Committee on Harassment/Bullying Meeting Minutes	57
July 6, 2017 Ad Hoc Committee on Harassment/Bullying Meeting Minutes	58

Table of Contents Continued

July 20, 2017 Ad Hoc Committee on Harassment/Bullying Meeting Minutes	59
Executive Director's Report for July & August 2017	61
Family Self-Sufficiency (FSS) Program Report for June & July 2017.....	65
Resident Council Report for August 2017	66
2017 Consolidated Budget	74
2018 Consolidated Budget	77
TCHC Policy Review Schedule	80
Memorandum on Executive Director Annual Review	82
Memorandum on TCHC Human Resources Policy & Procedures Manual	84
Memorandum on Procedures to Establish TCHC Salary Ranges	88
Memorandum on Update to RTRC Tenant Participation Funds.....	92
Resolution to Change Authorized Check Signers	94
Memorandum on the Selection of TCHC Auditor	95
Resolution to Adopt Hostile Environment/Harassment Policy	114
Resolution to Adopt 2017 Utility Allowances	119
Request to HUD for a HCV exception payment standard of 120%	149
Resolution to Adopt Emergency Transfer of Victims of Domestic Violence	148
August 9, 2017 Letter from RTRC	155
July 7, 2017 Letter Regarding VMS Review	156
July 1, 2017 Record Eagle Article on Townsend v TCHC	163



Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

August 25, 2017



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, AUGUST 25, 2017 AT 8:00 A.M.**

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER
400 Boardman Avenue, Traverse City, Michigan, 49684
(231) 995-5150

POSTED: AUGUST 23, 2017

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.

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 June 23, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of July 25, 2017 Study Session Minutes – Approval Recommended.*
- C. *Consideration of Approval of July 18, 2017 & August 2, 2017 Special Meeting Minutes – Approval Recommended.*

- D. *Consideration of Approval of Schedule of Disbursements for June & July 2017 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- E. *Review & Approval of Payment of Invoices for August 2017* – Approval Recommended.
- F. *Review & Acceptance of Financial Statements for June & July 2017* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meetings: July 25, 2017 & July 27, 2017 & August 17, 2017
- B. Governance Committee Meetings: July 20, 2017 & August 17, 2017
- C. Ad Hoc Committee on Hostile Environment Harassment/Bullying: June 13, 2017 & June 27, 2017 & July 6, 2017 & July 20, 2017

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2017 & 2018 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Annual Review: Memorandum
- D. TCHC Human Resources Policy & Procedures Manual: Memorandum/Action Required
- E. TCHC Smoke Free Policy: Update
- F. RTRC Memorandum of Understanding: Update & Memorandum

VIII NEW BUSINESS

- A. Resolution to Change Authorized Check Signers: Action Required
- B. Selection of TCHC Auditor: Action Required
- C. Resolution to Adopt Hostile Environment/Harassment Policy: Action Required
- D. Resolution to Adopt 2017 Utility Allowances: Action Required
- E. Request to HUD for a HCV exception payment standard of 120%: Action Required
- F. Resolution to Adopt Emergency Transfer of Victims of Domestic Violence: Action Required

IX CORRESPONDENCE

- A. August 9, 2017 Letter from RTRC
- B. July 7, 2017 Letter Regarding VMS Review
- C. July 1, 2017 Record Eagle Article on Townsend Lawsuit

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, September 29, 2017 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

June 23, 2017 Regular Meeting Minutes

Consideration of Approval of July 25, 2017 Study Session Minutes

July 18, 2017 Special Meeting Minutes

August 2, 2017 Special Meeting Minutes

Schedule of Disbursements for June & July 2017 for Public Housing & HCV Section 8 Programs

Payment of Invoices for August 2017

Financial Statements for June 2017

Financial Statements for July 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission

June 23, 2017

The Annual Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 8:05 A.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits, and Michelle St. Amant. It was noted that Commissioner Michael had passed away but that all who were able to attend were present.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Norma Loper, Priscilla Townsend, Deb Scheer, Betty Osborne, Patty Szabo, Sue Albee, Jeff Turner, Ed Harrigan, Laura Cole, David DeMerchant, Samir Moubarak, Jane Zimmerman, Harold Cooper, and Ellen Corcoran.

Invited Guests: Paul Olson, Municipal Underwriters of West Michigan, Inc. and Dan White, Attorney at Law.

Others: Four (4) local high school students.

II APPROVAL OF AGENDA

Commissioner Smits moved (St. Amant support) to accept the agenda but with the minor amendment of allowing a second Commissioner Comment period (New Item III) at the beginning of the meeting. The motion was unanimously approved.

III COMMISSIONER COMMENT

- A. Commissioner Smits requested a moment of silence for late Commissioner Michael. He then spoke in honor of Commissioner Michael at the conclusion of the moment of silence.
- B. Commissioner St. Amant spoke in honor of Commissioner Michael.
- C. President Haas concurred with Commissioner Smits comments.

IV PUBLIC COMMENT

General comments: Priscilla Townsend, Ellen Corcoran, and Samir Moubarak.

V CONSENT AGENDA

Commissioner Smits moved (St. Amant support) to approve the Consent Agenda as presented. The motion was unanimously approved. The Consent Agenda was as follows:

- A. Meeting Minutes of the May 31, 2017 Regular Meeting.
- B. Schedule of Disbursements for May 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for June 2017.
- D. Financial Statements for May 2017.

VI COMMITTEE REPORTS

- A. The meeting minutes from the June 19, 2017 Executive Committee were presented. There was no discussion.

- B. The meeting minutes from the June 15, 2017 Governance Committee were presented. There was no discussion.
- C. Commissioner Serratelli presented a memorandum regarding the work of the Ad Hoc Committee on Hostile Environment Harassment/Bullying. The meeting minutes from the June 13, 2017 Ad-Hoc Committee were presented and discussed. The Committee will present a draft policy at the August TCHC meeting.

VII STAFF AND PROGRAM REPORTS

- A. Staff presented the Executive Director's Report and made some brief comments. There was a brief discussion on selected items.
- B. Staff presented the Family Self-Sufficiency Report. There were no comments.
- C. The June 2017 Resident Council Report was presented. There were no comments.

VIII OLD BUSINESS

- A. The 2017 Consolidated Budget was presented and reviewed. Everything is on target.
- B. TCHC Policy Review Schedule was presented. There was a brief discussion on the timeline.
- C. The second meeting for the Executive Director's Annual Review is scheduled for Tuesday, July 18, 2017 at 4:00 PM.
- D. Staff reported that there has been no activity or discussion related to the "Shared Drive" request since our last meeting.
- E. The TCHC Human Resources Policy & Procedure Manual will be the subject of a TCHC Study Session scheduled for Tuesday, July 25, 2017 at 12:00 PM.
- F. Staff updated the Commission on progress toward the full implementation of a smoke-free facilities policy.
- G. Staff reported that our Architect of Record, Alliance Architects, is working to define the scope of services required for engineering needs on TCHC properties.
- H. Commissioner Smits informed the Commission that he has met with TCHC Attorney, Ward Kuhn, regarding the RTRC MOU. Staff will clarify with our attorney that the Commission is seeking a legal memo regarding the current MOU and areas of deficiency.

IX NEW BUSINESS

- A. **Annual Election of Officers:** President Haas announced the need to accept nominations for President and Vice President for the Housing Commission. Commissioner Serratelli nominated Commissioner Smits for the office of President. Commissioner Smits accepted the nomination. Seeing no other nominations, President Haas closed the call for nominations for President. Commissioner Serratelli moved (St. Amant support) to accept Commissioner Smits as President of the Traverse City Housing Commission by acclamation. The motion was approved.
NOTE: At this point in the meeting, Commissioner Smits began to lead the business of the Annual Meeting of the Traverse City Housing Commission as its new President. President Smits then opened the floor for nominations for Vice President. Commissioner St. Amant nominated Commissioner Serratelli for another term as Vice President. Commissioner Serratelli accepted the nomination. Seeing no other nominations, President Smits closed the call for nominations for Vice President and then moved (St. Amant support) to accept Commissioner Serratelli as Vice President of the Traverse City Housing Commission by acclamation. The motion was approved.

- B. After a presentation by staff, Commissioner Haas moved (St. Amant support) the Resolution for the Adoption of the new By-Laws.

Roll call

St. Amant	Yes
Serratelli	Yes
Haas	Yes
Smits	Yes

The resolution was unanimously adopted.

- C. After a presentation by staff, Commissioner Haas moved (St. Amant support) to adopt the Fiscal Year 2018 Budget in all of its forms.

Roll call

St. Amant	Yes
Serratelli	Yes
Smits	Yes
Haas	Yes

The resolution was adopted.

- D. Staff presented the Disposition of Property semi-annual report. After a brief discussion, Commissioner Haas moved (St. Amant support) to adopt the Resolution for Property Disposition.

Roll call

Haas	Yes
Smits	Yes
Serratelli	Yes
St. Amant	Yes

The resolution was adopted.

- E. Staff presented the Doubtful Accounts semi-annual report. After a brief discussion, Commissioner Haas moved (Serratelli support) to adopt the Resolution to Remove Doubtful Accounts from Financial Statements.

Roll call

Serratelli	Yes
St. Amant	Yes
Haas	Yes
Smits	Yes

The resolution was adopted.

- F. After a brief discussion, Commissioner Haas moved (Smits support) the Resolution to Adopt the new HUD Income Limits.

Roll call

Haas	Yes
Serratelli	Yes
St. Amant	Yes
Smits	Yes

The resolution was adopted.

- G. The TCHC Attendance Policy was presented. Commissioner Haas moved (St. Amant support) the Resolution to Adopt the Attendance Policy.

Roll call

Haas	Yes
Serratelli	Yes
St. Amant	Yes

Smits Yes

The resolution was adopted.

- H. Staff presented a resolution honoring the service of Commissioner Michael. The Commission discussed the possibility of memorializing his commitment to affordable housing. Commissioner Serratelli moved (St. Amant support) raise the funding necessary to purchase a stained glass window in the new Safe Harbor facility that will be dedicated in honor of Commissioner Rick Michael's work in housing throughout Traverse City. The motion was unanimously approved. Commissioner Smits then moved (Haas support) to adopt the Resolution Honoring Housing Commissioner Richard G. Michael.

Roll call

St. Amant Yes

Serratelli Yes

Smits Yes

Haas Yes

The resolution was adopted with great enthusiasm and sadness.

- I. Commissioner Haas moved (Serratelli support) that the traverse City Housing Commission enter into a closed session immediately following the final public comment in the agenda in order to discuss correspondence from attorney Dan White regarding the following pending litigation: Townsend v. the Traverse City Housing Commission per MCL 15.268(e).

X CORRESPONDENCE

Five items of correspondence were presented and accepted.

XI PUBLIC COMMENT

General comments: Priscilla Townsend, Norma Loper, and Jo Simerson.

XII CLOSED SESSION - LAWSUIT

The Commission went into closed session at 9:47 A.M.

NOTE: Commissioner Haas departed the meeting at 11:15 A.M. due to a scheduling conflict.

The Commission was called back to order at 11:28 A.M.

XIII COMMISSIONER COMMENT

None.

XIV ADJOURNMENT

Commissioner St. Amant moved (Serratelli support) to adjourn the meeting. The motion was unanimously approved. President Smits then closed the meeting at 11:29 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

DRAFT Meeting Minutes of the Traverse City Housing Commission

July 25, 2017

A Study Session of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Committee Room – Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 12:04 P.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, and Andy Smits. Commissioner St. Amant was not present and it would be learned after the meeting that she had tendered her resignation to the City Clerk. President Smits also noted for the record that Commissioner Michael was not present.
Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.
Residents/Guests/Public: Norma Loper.

II APPROVAL OF AGENDA

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

III DISCUSSION ITEMS

- A. The entire Study Session was comprised of a review of the draft TCHC Employee Handbook / Personnel Policy & Procedures Manual. Notes were made by staff during the session and will be reflected in the next draft. This draft will be presented for discussion at the next regular meeting in August.

IV PUBLIC COMMENT

No comments were made.

V COMMISSIONER COMMENT

No comments were made.

VI ADJOURNMENT

Commissioner Haas moved (Serratelli support) to adjourn the meeting. The motion was unanimously approved. President Haas adjourned the meeting at 1:52 P.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

DRAFT Meeting Minutes of the Traverse City Housing Commission

July 25, 2017

A Study Session of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Committee Room – Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 12:04 P.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, and Andy Smits. Commissioner St. Amant was not present and it would be learned after the meeting that she had tendered her resignation to the City Clerk. President Smits also noted for the record that Commissioner Michael was not present.
Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.
Residents/Guests/Public: Norma Loper.

II APPROVAL OF AGENDA

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

III DISCUSSION ITEMS

A. The entire Study Session was comprised of a review of the draft TCHC Employee Handbook / Personnel Policy & Procedures Manual. Notes were made by staff during the session and will be reflected in the next draft. This draft will be presented for discussion at the next regular meeting in August.

IV PUBLIC COMMENT

No comments were made.

V COMMISSIONER COMMENT

No comments were made.

VI ADJOURNMENT

Commissioner Haas moved (Serratelli support) to adjourn the meeting. The motion was unanimously approved. President Haas adjourned the meeting at 1:52 P.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

DRAFT Meeting Minutes of the Traverse City Housing Commission

July 18, 2017

A Special Meeting of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Committee Room – Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 4:03 P.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits, and Michelle St. Amant. President Smits noted for the record that Commissioner Michael was not present.
Staff: Tony Lentych, Executive Director.
Residents/Guests/Public: High School Student (1).

II APPROVAL OF AGENDA

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

III OLD BUSINESS

A. Commissioner Haas moved (St. Amant support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a personnel evaluation of the Executive Director per MCL 15.268(a). Staff confirmed that request to enter into a closed session for such a purpose. The motion was unanimously approved.

IV PUBLIC COMMENT

The lone high school student requested to have her attendance paper signed by Commissioner Smits.

*** CLOSED SESSION**

TCHC entered into a Closed Session at 4:08 P.M.

Commissioner Serratelli moved (Haas support) to end the Closed Session. The motion was unanimously approved and the Commission returned to an Open Meeting at 6:15 P.M.

Commissioner Smits moved (Haas support) to continue the review in a Special Meeting on August 2, 2017 at 4:00 P.M. The motion was unanimously approved.

V COMMISSIONER COMMENT

Commissioner Haas made general comments about the review process and his expectations on for the next Special Meeting.

Commissioner St. Amant made general comments about the review process.

DRAFT Meeting Minutes of the Traverse City Housing Commission

August 2, 2017

A Special Meeting of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Training Room [Meeting was moved from original location by Building Officials] – Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 4:05 P.M.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits, and Michelle St. Amant. President Smits noted for the record that Commissioner Michael was not present.
Staff: Tony Lentych, Executive Director.
Residents/Guests/Public: None.

II APPROVAL OF AGENDA

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

III OLD BUSINESS

A. Commissioner Haas moved (Serratelli support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a personnel evaluation of the Executive Director per MCL 15.268(a). Staff confirmed that request to enter into a closed session for such a purpose. The motion was unanimously approved.

IV PUBLIC COMMENT

No comments were made.

*** CLOSED SESSION**

TCHC entered into a Closed Session at 4:07 P.M.

Commissioner Serratelli moved (Haas support) to end the Closed Session. The motion was unanimously approved and the Commission returned to an Open Meeting at 5:32 P.M.

Commissioner Smits then noted that there will be no more meetings on this matter and that Commissioner Serratelli will draft a summary document reviewing all three special meetings that will be present to the Commission for approval on August 25, 2017.

V COMMISSIONER COMMENT

No comments were made.

VI ADJOURNMENT

Commissioner Serratelli moved (Haas support) to adjourn the meeting. The motion was unanimously approved. President Haas adjourned the meeting at 5:35 P.M.

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/02/2017	EFT	HUD		5,580.00	49,103.85
06/02/2017	EFT	HUD		27,992.00	77,095.85
06/02/2017	EFT	T Mobile		2,266.00	79,361.85
06/02/2017	DEP			16,788.95	96,150.80
06/02/2017	DEP			300.00	96,450.80
06/05/2017	DEP			11,016.92	107,467.72
06/06/2017	ADJUST	Alisa Kroupa	1,127.00		106,340.72
06/06/2017	ADJUST	Anthony Lentych	2,351.37		103,989.35
06/06/2017	ADJUST	Michelle Reardon	1,395.56		102,593.79
06/06/2017	ADJUST	Angela N. Szabo	779.78		101,814.01
06/06/2017	ADJUST	Joseph Battaglia	277.16		101,536.85
06/06/2017	ADJUST	Charles Edwards	909.94		100,626.91
06/06/2017	ADJUST	David Gourlay	1,069.99		99,556.92
06/06/2017	EFT	Principal Life Insurance Co.	653.76		98,903.16
06/07/2017	037138	**VOID** City Of Traverse City	(70.79)		98,973.95
06/08/2017	DEP			4,649.58	103,623.53
06/09/2017	EFT	IRS	2,648.66		100,974.87
06/12/2017	ADJUST	DTE ENERGY			100,974.87
06/12/2017	EFT	Chemical Bank		100,717.72	201,692.59
06/12/2017	037226	Snap Printing	122.23		201,570.36
06/12/2017	037227	Anthony Lentych	200.84		201,369.52
06/12/2017	037228	Priority Health	6,872.04		194,497.48
06/12/2017	037229	Munson Occupational Health &	35.00		194,462.48
06/12/2017	037230	D & W Mechanical	107.10		194,355.38
06/12/2017	037231	Cornell Agency Inc	701.00		193,654.38
06/12/2017	037232	Vision Service Plan	415.57		193,238.81
06/12/2017	037233	Charles Edwards	240.30		192,998.51
06/12/2017	037234	Verizon Wireless	92.98		192,905.53
06/12/2017	037235	David Gourlay	92.44		192,813.09
06/12/2017	037236	Engineered Protection Systems Inc	202.71		192,610.38
06/12/2017	037237	Grand Traverse County	46.17		192,564.21
06/12/2017	037238	Integrated Payroll Services, Inc.	108.90		192,455.31
06/12/2017	037239	Total Attention	2,047.69		190,407.62
06/12/2017	037240	Thomas P. Licavoli	2,150.00		188,257.62
06/12/2017	037241	Dawn Rogers	637.50		187,620.12
06/12/2017	037242	Environmental Pest Control	360.00		187,260.12
06/12/2017	037243	Great Lakes Business Systems, Inc.	277.72		186,982.40
06/12/2017	037244	Spectrum Business	3,373.71		183,608.69
06/12/2017	037245	City of Traverse City	585.98		183,022.71
06/12/2017	037246	City of Traverse City	222.90		182,799.81

Date: 08/17/2017
Time: 14:37:03

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/30/2017

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
06/12/2017	037247	Allen Supply	604.80		182,195.01
06/12/2017	037248	Housing Data Systems	286.30		181,908.71
06/12/2017	037249	Grand Traverse County DPW	483.00		181,425.71
06/12/2017	037250	Dolly's Best Inc.	765.00		180,660.71
06/12/2017	037251	Barton Carroll's Inc	2,315.00		178,345.71
06/12/2017	037252	Michelle Reardon	195.81		178,149.90
06/12/2017	037253	Safety Net	399.90		177,750.00
06/12/2017	037254	Joseph Battaglia	30.24		177,719.76
06/12/2017	037255	McCardel Water Conditioning	25.00		177,694.76
06/12/2017	037256	Sherwin Williams Co.	142.06		177,552.70
06/12/2017	037257	Twin Bay Glass Inc.	298.03		177,254.67
06/12/2017	037258	City Of Traverse City	82.00		177,172.67
06/12/2017	037259	Traverse City Housing Commission	30,904.36		146,268.31
06/13/2017	DEP			311.25	146,579.56
06/15/2017	DEP	HUD		1,636.50	148,216.06
06/20/2017	ADJST	Alisa Kroupa	1,127.00		147,089.06
06/20/2017	ADJST	Anthony Lentych	2,351.39		144,737.67
06/20/2017	ADJST	Michelle Reardon	1,395.56		143,342.11
06/20/2017	ADJST	Angela N. Szabo	779.78		142,562.33
06/20/2017	ADJST	Joseph Battaglia	277.17		142,285.16
06/20/2017	ADJST	Charles Edwards	901.16		141,384.00
06/20/2017	ADJST	David Gourlay	1,026.11		140,357.89
06/20/2017	ADJST	Benjamin Weston	888.31		139,469.58
06/20/2017	ADJST	Benjamin Weston	507.08		138,962.50
06/20/2017	EFT	Principal Life Insurance Co.	653.76		138,308.74
06/20/2017	DEP			3,841.91	142,150.65
06/20/2017	EFT	State of Michigan	781.74		141,368.91
06/20/2017	037260	City of Traverse City	10,099.98		131,268.93
06/20/2017	037261	Aflac	119.28		131,149.65
06/20/2017	037262	Kendall Electric Inc	19.09		131,130.56
06/20/2017	037263	Thomas P. Licavoli	3,540.00		127,590.56
06/20/2017	037264	Northwest Lock, Inc.	60.00		127,530.56
06/20/2017	037265	Kuhn Rogers PLC	475.00		127,055.56
06/20/2017	037266	Chelsea Jamieson	419.00		126,636.56
06/20/2017	037267	David Gourlay	260.41		126,376.15
06/20/2017	037268	Safety Net	619.00		125,757.15
06/20/2017	037269	Alliance Architects, Inc.	1,636.50		124,120.65
06/20/2017	037270	Michelle Reardon	200.00		123,920.65
06/20/2017	037271	A T & T	238.71		123,681.94
06/20/2017	037272	AmRent	35.40		123,646.54

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/20/2017	037273	Guardian Medical Monitoring	14.95		123,631.59
06/20/2017	037274	Republic Services #239	476.88		123,154.71
06/20/2017	037275	Integrated Payroll Services, Inc.	104.90		123,049.81
06/20/2017	037276	CynergyComm.net, Inc	8.99		123,040.82
06/20/2017	037277	DTE ENERGY	3,189.85		119,850.97
06/20/2017	037278	Cardmember Service	4,471.88		115,379.09
06/20/2017	037279	Environmental Pest Control	270.00		115,109.09
06/21/2017	DEP			1,419.52	116,528.61
06/21/2017	DEP			422.75	116,951.36
06/23/2017	EFT	Internal Revenue Service	3,116.99		113,834.37
06/28/2017	EFT	HUD		25,045.87	138,880.24
06/28/2017	EFT	HUD		59,350.73	198,230.97
06/28/2017	037280	Wizard Painting	1,463.00		196,767.97
06/30/2017	DEP			5,897.00	202,664.97
06/30/2017	ADJUST	Chemical Bank		35.60	202,700.57
06/30/2017	037281	Wizard Painting	1,316.70		201,383.87
06/30/2017	037282	First Contracting, Inc.	84,369.60		117,014.27
06/30/2017	037285	All American Investment Group	9,150.00		107,864.27
06/30/2017	037286	Riverview Terrace Resident Council	1,725.00		106,139.27
Total:			204,656.88	267,272.30	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2017 To: 06/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2017	EFT	HUD		7,551.00	143,913.69
06/01/2017	EFT	HUD		84,227.00	228,140.69
06/01/2017	ADJST	PNC	61.95		228,078.74
06/01/2017	000196	Jeana Aiken	473.00		227,605.74
06/01/2017	000196	Dustin Ansonge	1,164.00		226,441.74
06/01/2017	000196	Ayers Investment Properties LLC	558.00		225,883.74
06/01/2017	000196	Brad Barnes	487.00		225,396.74
06/01/2017	000196	Bay Front Apartments	320.00		225,076.74
06/01/2017	000196	Bay Hill Housing LDHALP	4,200.00		220,876.74
06/01/2017	000196	Bay Hill II Apartments	5,085.00		215,791.74
06/01/2017	000196	Bellaire Senior Apartments	935.00		214,856.74
06/01/2017	000196	Brookside Commons LDHA, LP	1,981.00		212,875.74
06/01/2017	000196	Irma Jean Brownley	486.00		212,389.74
06/01/2017	000196	Rebecca Carmien	339.00		212,050.74
06/01/2017	000196	Carson Square	5,297.00		206,753.74
06/01/2017	000196	Cherrywood Village Farms, Inc.	2,270.00		204,483.74
06/01/2017	000196	Douglas A. Chichester	628.00		203,855.74
06/01/2017	000196	Cycle-Paths LLC.	974.00		202,881.74
06/01/2017	000196	Jack V. Dean	422.00		202,459.74
06/01/2017	000196	Eden Brook LLC	447.00		202,012.74
06/01/2017	000196	Shirley Farrell	833.00		201,179.74
06/01/2017	000196	Rent Leelanau, LLC	756.00		200,423.74
06/01/2017	000196	Lisa Forbes	527.00		199,896.74
06/01/2017	000196	Dale E. French	102.00		199,794.74
06/01/2017	000196	French Quarter Apts.	93.00		199,701.74
06/01/2017	000196	Michael Glowacki	640.00		199,061.74
06/01/2017	000196	David Grzesiek	394.00		198,667.74
06/01/2017	000196	Harbour Ridge Apts	1,343.00		197,324.74
06/01/2017	000196	Heartwood Enterprises	775.00		196,549.74
06/01/2017	000196	Hillview Terrace	547.00		196,002.74
06/01/2017	000196	Josh Hollister	411.00		195,591.74
06/01/2017	000196	HomeStretch	3,067.00		192,524.74
06/01/2017	000196	Caroline Hupp	199.00		192,325.74
06/01/2017	000196	Joseph and Marion Fasel	358.00		191,967.74
06/01/2017	000196	Donna Kalchik	323.00		191,644.74
06/01/2017	000196	Bruce W. Korson	365.00		191,279.74
06/01/2017	000196	Lake Pointe Acquisitions LLC.	323.00		190,956.74
06/01/2017	000196	Sidney Lammers	372.00		190,584.74
06/01/2017	000196	John J. Lewis	762.00		189,822.74
06/01/2017	000196	Don E. Lint	459.00		189,363.74

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2017 To: 06/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2017	000196	Juan Maldonado	314.00		189,049.74
06/01/2017	000196	Robert J. Mork	379.00		188,670.74
06/01/2017	000196	Oak Park Apts	1,555.00		187,115.74
06/01/2017	000196	Oak Terrace Apts	763.00		186,352.74
06/01/2017	000196	Gerald Oliver Revocable Trust	919.00		185,433.74
06/01/2017	000196	Daniel G. Pohlman	1,615.00		183,818.74
06/01/2017	000196	Douglas L. Porter	438.00		183,380.74
06/01/2017	000196	Phillip Putney	1,033.00		182,347.74
06/01/2017	000196	Timothy Rice	493.00		181,854.74
06/01/2017	000196	Singkhan Sina Riddell	389.00		181,465.74
06/01/2017	000196	John Sarya	600.00		180,865.74
06/01/2017	000196	Eldon Schaub	401.00		180,464.74
06/01/2017	000196	Mike & Melissa Schichtel	1,288.00		179,176.74
06/01/2017	000196	Gerald Sieggreen	693.00		178,483.74
06/01/2017	000196	SILVER SHORES MHC	321.00		178,162.74
06/01/2017	000196	Douglas & Julia Slack	327.00		177,835.74
06/01/2017	000196	22955 Investments LLC	3,732.00		174,103.74
06/01/2017	000196	Carl Sumner	508.00		173,595.74
06/01/2017	000196	Traverse City Property Management	439.00		173,156.74
06/01/2017	000196	Wendy Teagan	449.00		172,707.74
06/01/2017	000196	TEAMCO PROPERTIES	653.00		172,054.74
06/01/2017	000196	TOS Holdings, LLC	744.00		171,310.74
06/01/2017	000196	Tradewinds Terrace Apts	253.00		171,057.74
06/01/2017	000196	Village Glen Apartments	8,424.00		162,633.74
06/01/2017	000196	Village View Housing LHDA LP	369.00		162,264.74
06/01/2017	000196	Village Woods	692.00		161,572.74
06/01/2017	000196	Woda Boardman Lake LDHA.LP	3,198.00		158,374.74
06/01/2017	000196	Woodmere Ridge Apartments LDHA	5,916.00		152,458.74
06/01/2017	000196	Theodore V. Zachman	774.00		151,684.74
06/01/2017	000196	Ann Zenner	497.00		151,187.74
06/01/2017	000196	Barb Zupin	1,176.00		150,011.74
06/12/2017	022989	Chase Bank	1,699.00		148,312.74
06/12/2017	022990	Blarney Castle Oil Co.	62.30		148,250.44
06/12/2017	022991	Cherryland Electric Cooperative	38.70		148,211.74
06/12/2017	022992	City Of Traverse City	268.20		147,943.54
06/12/2017	022993	DTE ENERGY	367.80		147,575.74
06/20/2017	DEP			100.00	147,675.74
06/20/2017	DEP			30,904.36	178,580.10
06/20/2017	022994	Chase Bank	854.00		177,726.10
06/22/2017	022995	Chase Bank	908.00		176,818.10

Date: 08/17/2017
Time: 14:37:12

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2017 To: 06/30/2017

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
06/29/2017	022996	Chase Bank	2,490.00		174,328.10
Total:			84,816.95	122,782.36	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 07/01/2017 To: 07/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
07/03/2017	EFT	HUD		7,023.00	181,351.10
07/03/2017	EFT	HUD		49,620.00	230,971.10
07/03/2017	ADJUST	PNC	61.25		230,909.85
07/03/2017	DEP			100.00	231,009.85
07/03/2017	ADJUST	PNC Bank	61.25		230,948.60
07/03/2017	000197	Jeana Aiken	473.00		230,475.60
07/03/2017	000197	Dustin Ansonge	1,164.00		229,311.60
07/03/2017	000197	Ayers Investment Properties LLC	558.00		228,753.60
07/03/2017	000197	Brad Barnes	487.00		228,266.60
07/03/2017	000197	Bay Front Apartments	320.00		227,946.60
07/03/2017	000197	Bay Hill Housing LDHALP	3,370.00		224,576.60
07/03/2017	000197	Bay Hill II	8,437.00		216,139.60
07/03/2017	000197	Bellaire Senior Apartments	248.00		215,891.60
07/03/2017	000197	Brookside Commons LDHA, LP	2,190.00		213,701.60
07/03/2017	000197	Irma Jean Brownley	486.00		213,215.60
07/03/2017	000197	Rebecca Carmien	339.00		212,876.60
07/03/2017	000197	Carson Square	5,963.00		206,913.60
07/03/2017	000197	Central Lake Townhouses	802.00		206,111.60
07/03/2017	000197	Cherrywood Village Farms, Inc.	2,270.00		203,841.60
07/03/2017	000197	Douglas A. Chichester	628.00		203,213.60
07/03/2017	000197	Cycle-Paths LLC.	974.00		202,239.60
07/03/2017	000197	Jack V. Dean	422.00		201,817.60
07/03/2017	000197	Eden Brook LLC	447.00		201,370.60
07/03/2017	000197	Shirley Farrell	833.00		200,537.60
07/03/2017	000197	Five P Enterprises, LLC	485.00		200,052.60
07/03/2017	000197	Rent Leelanau, LLC	756.00		199,296.60
07/03/2017	000197	Lisa Forbes	527.00		198,769.60
07/03/2017	000197	Dale E. French	102.00		198,667.60
07/03/2017	000197	French Quarter Apts.	110.00		198,557.60
07/03/2017	000197	Michael Glowacki	640.00		197,917.60
07/03/2017	000197	David Grzesiek	394.00		197,523.60
07/03/2017	000197	Harbour Ridge Apts	1,343.00		196,180.60
07/03/2017	000197	Heartwood Enterprises	775.00		195,405.60
07/03/2017	000197	Hillview Terrace	882.00		194,523.60
07/03/2017	000197	Josh Hollister	411.00		194,112.60
07/03/2017	000197	HomeStretch	3,067.00		191,045.60
07/03/2017	000197	Caroline Hupp	199.00		190,846.60
07/03/2017	000197	Joseph and Marion Fasel	419.00		190,427.60
07/03/2017	000197	Donna Kalchik	323.00		190,104.60
07/03/2017	000197	Bruce W. Korson	365.00		189,739.60

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 07/01/2017 To: 07/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
07/03/2017	000197	Lake Pointe Acquisitions LLC,	323.00		189,416.60
07/03/2017	000197	Sidney Lammers	372.00		189,044.60
07/03/2017	000197	John J. Lewis	762.00		188,282.60
07/03/2017	000197	Don E. Lint	459.00		187,823.60
07/03/2017	000197	Juan Maldonado	314.00		187,509.60
07/03/2017	000197	Robert J. Mork	379.00		187,130.60
07/03/2017	000197	Oak Park Apts	1,555.00		185,575.60
07/03/2017	000197	Oak Terrace Apts	564.00		185,011.60
07/03/2017	000197	Gerald Oliver Revocable Trust	919.00		184,092.60
07/03/2017	000197	Daniel G. Pohlman	1,615.00		182,477.60
07/03/2017	000197	Douglas L. Porter	390.00		182,087.60
07/03/2017	000197	Timothy Rice	493.00		181,594.60
07/03/2017	000197	Singkhan Sina Riddell	389.00		181,205.60
07/03/2017	000197	John Sarya	600.00		180,605.60
07/03/2017	000197	Eldon Schaub	401.00		180,204.60
07/03/2017	000197	Mike & Melissa Schichtel	644.00		179,560.60
07/03/2017	000197	Gerald Sieggreen	693.00		178,867.60
07/03/2017	000197	SILVER SHORES MHC	321.00		178,546.60
07/03/2017	000197	Douglas & Julia Slack	327.00		178,219.60
07/03/2017	000197	22955 Investments LLC	3,732.00		174,487.60
07/03/2017	000197	Carl Sumner	535.00		173,952.60
07/03/2017	000197	Traverse City Property Management	439.00		173,513.60
07/03/2017	000197	TCR Investments, LLC	1,360.00		172,153.60
07/03/2017	000197	Wendy Teagan	449.00		171,704.60
07/03/2017	000197	TEAMCO PROPERTIES	653.00		171,051.60
07/03/2017	000197	TOS Holdings, LLC	744.00		170,307.60
07/03/2017	000197	Tradewinds Terrace Apts	253.00		170,054.60
07/03/2017	000197	Village Glen Apartments	8,473.00		161,581.60
07/03/2017	000197	Village View Housing LHDA LP	369.00		161,212.60
07/03/2017	000197	Village Woods	704.00		160,508.60
07/03/2017	000197	Woda Boardman Lake LDHA.LP	3,198.00		157,310.60
07/03/2017	000197	Woodmere Ridge Apartments LDHA	5,928.00		151,382.60
07/03/2017	000197	Theodore V. Zachman	774.00		150,608.60
07/03/2017	000197	Ann Zenner	497.00		150,111.60
07/03/2017	000197	Barb Zupin	1,176.00		148,935.60
07/03/2017	022997	Jim Kidder	315.00		148,620.60
07/10/2017	DEP			1,182.00	149,802.60
07/20/2017	022998	Blarney Castle Oil Co.	62.30		149,740.30
07/20/2017	022999	Cherryland Electric Cooperative	38.70		149,701.60
07/20/2017	023000	City Of Traverse City	296.60		149,405.00

Date: 08/17/2017
Time: 14:36:38

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 07/01/2017 To: 07/31/2017

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
07/20/2017	023001	DTE ENERGY	443.40		148,961.60
07/20/2017	023003	Chase Bank	1,403.00		147,558.60
07/24/2017	DEP			41.00	147,599.60
07/31/2017	DEP			400.00	147,999.60
Total:			84,694.50	58,366.00	

Date: 08/17/2017
Time: 14:36:46

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2017 To: 07/31/2017

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
07/03/2017	ADJST	Alisa Kroupa	1,127.00		105,012.27
07/03/2017	ADJST	Anthony Lentych	2,351.40		102,660.87
07/03/2017	ADJST	Michelle Reardon	1,395.56		101,265.31
07/03/2017	ADJST	Angela N. Szabo	779.79		100,485.52
07/03/2017	ADJST	Joseph Battaglia	238.84		100,246.68
07/03/2017	ADJST	Charles Edwards	1,059.05		99,187.63
07/03/2017	ADJST	David Gourlay	1,026.12		98,161.51
07/03/2017	ADJST	Benjamin Weston	655.47		97,506.04
07/03/2017	EFT	Principal Life Insurance Co.	653.76		96,852.28
07/03/2017	DEP			25,568.00	122,420.28
07/05/2017	EFT	T Mobile		2,266.00	124,686.28
07/05/2017	DEP			5,312.00	129,998.28
07/05/2017	DEP			343.25	130,341.53
07/05/2017	ADJST		10.00		130,331.53
07/05/2017	ADJST			(400.00)	129,931.53
07/05/2017	037283	Riverview Terrace Resident Council	1,725.00		128,206.53
07/05/2017	037283	**VOID** Riverview Terrace Resident	(1,725.00)		129,931.53
07/05/2017	037284	All American Investment Group	9,150.00		120,781.53
07/05/2017	037284	**VOID** All American Investment	(9,150.00)		129,931.53
07/05/2017	037285	All American Investment Group	9,150.00		120,781.53
07/05/2017	037285	**VOID** All American Investment	(9,150.00)		129,931.53
07/06/2017	DEP			3,851.00	133,782.53
07/06/2017	037287	Wizard Painting	146.30		133,636.23
07/06/2017	037288	City Of Traverse City	91.00		133,545.23
07/06/2017	037289	DTE ENERGY	20.00		133,525.23
07/06/2017	037290	Northwest Lock, Inc.	8.00		133,517.23
07/06/2017	037291	Housing Authority Accounting	2,468.82		131,048.41
07/06/2017	037292	City Of Traverse City	274.05		130,774.36
07/06/2017	037293	Spectrum Business	3,343.98		127,430.38
07/06/2017	037294	Allen Supply	503.10		126,927.28
07/06/2017	037295	McCardel Water Conditioning	25.00		126,902.28
07/06/2017	037296	A T & T	258.85		126,643.43
07/06/2017	037297	Barton Carroll's Inc	55.61		126,587.82
07/06/2017	037298	D & W Mechanical	777.20		125,810.62
07/06/2017	037299	Charles Edwards	217.08		125,593.54
07/06/2017	037300	Verizon Wireless	97.79		125,495.75
07/06/2017	037301	Sheren Plumbing & Heating Inc.	379.06		125,116.69
07/06/2017	037302	Keiser Services LLC	135.00		124,981.69
07/06/2017	037303	Thomas P. Licavoli	1,770.00		123,211.69
07/06/2017	037304	Wilmar	502.45		122,709.24

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2017 To: 07/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
07/06/2017	037305	The Inspection Group	1,170.00		121,539.24
07/06/2017	037306	Save Carpet USA	13,475.00		108,064.24
07/06/2017	037307	Speed Tech Equipment	490.53		107,573.71
07/06/2017	037308	MailFinance	149.85		107,423.86
07/06/2017	037309	Nan McKay & Associates Inc	433.00		106,990.86
07/06/2017	037310	Grand Traverse County	46.17		106,944.69
07/06/2017	037311	Environmental Pest Control	220.00		106,724.69
07/06/2017	037312	Dawn Rogers	562.50		106,162.19
07/06/2017	037313	Total Attention	1,411.05		104,751.14
07/06/2017	037314	Safety Net	30.00		104,721.14
07/06/2017	037315	Grand Traverse County DPW	483.00		104,238.14
07/07/2017	EFT	Internal Revenue Service	2,907.44		101,330.70
07/07/2017	EFT	U.S. Dept. of HUD		5,580.00	106,910.70
07/07/2017	EFT	U.S. Dept. of HUD		18,914.00	125,824.70
07/07/2017	DEP			1,221.92	127,046.62
07/07/2017	037331	Priority Health	12,863.43		114,183.19
07/10/2017	DEP			1,021.00	115,204.19
07/10/2017	037332	Wizard Painting	1,349.00		113,855.19
07/12/2017	037333	Wizard Painting	1,501.00		112,354.19
07/12/2017	037334	Simone Masonry	1,300.00		111,054.19
07/13/2017	DEP			2,385.00	113,439.19
07/13/2017	037316	Kendall Electric Inc	11.23		113,427.96
07/13/2017	037316	**VOID** Kendall Electric Inc	(11.23)		113,439.19
07/13/2017	037317	CynergyComm.net,Inc	12.25		113,426.94
07/13/2017	037318	Guardian Medical Monitoring	14.95		113,411.99
07/13/2017	037319	Custer	16,219.04		97,192.95
07/13/2017	037320	Republic Services #239	614.84		96,578.11
07/13/2017	037321	A T & T	239.01		96,339.10
07/13/2017	037322	Traverse City Record Eagle	73.50		96,265.60
07/13/2017	037323	Great Lakes Business Systems, Inc.	316.69		95,948.91
07/13/2017	037324	Allen Supply	503.10		95,445.81
07/13/2017	037325	NAHRO	585.94		94,859.87
07/13/2017	037326	Aflac	188.88		94,670.99
07/13/2017	037327	The Nelrod Company	2,973.00		91,697.99
07/13/2017	037328	Kuhn Rogers PLC	684.00		91,013.99
07/13/2017	037335	Michigan NAHRO	850.00		90,163.99
07/17/2017	DEP			223.55	90,387.54
07/18/2017	ADJST	Alisa Kroupa	1,209.35		89,178.19
07/18/2017	ADJST	Anthony Lentych	2,348.05		86,830.14
07/18/2017	ADJST	Michelle Reardon	1,392.85		85,437.29

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2017 To: 07/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
07/18/2017	ADJUST	Angela N. Szabo	776.88		84,660.41
07/18/2017	ADJUST	Joseph Battaglia	277.17		84,383.24
07/18/2017	ADJUST	Charles Edwards	1,009.30		83,373.94
07/18/2017	ADJUST	David Gourlay	1,004.82		82,369.12
07/18/2017	ADJUST	Benjamin Weston	568.48		81,800.64
07/18/2017	EFT	Principal Life Insurance Co.	653.76		81,146.88
07/19/2017	EFT	U.S. Dept. of HUD		4,094.95	85,241.83
07/20/2017	037336	City Of Traverse City	128.00		85,113.83
07/20/2017	037337	DTE ENERGY	20.00		85,093.83
07/20/2017	037338	AmRent	70.80		85,023.03
07/20/2017	037339	Safety Net	649.00		84,374.03
07/20/2017	037340	Michigan Chapter Of Nahro	45.00		84,329.03
07/20/2017	037341	Tatyana Matskevych	300.00		84,029.03
07/20/2017	037342	Spectrum Business	79.98		83,949.05
07/20/2017	037343	Kendall Electric Inc	11.23		83,937.82
07/20/2017	037344	Mad Mike's Computer Services	20.00		83,917.82
07/20/2017	037345	City Of Traverse City	8,307.95		75,609.87
07/20/2017	037346	Grand Traverse County	46.17		75,563.70
07/20/2017	037347	Allen Supply	530.86		75,032.84
07/20/2017	037348	Alliance Architects, Inc.	4,094.95		70,937.89
07/20/2017	037349	Dolly's Best Inc.	1,800.00		69,137.89
07/20/2017	037350	Home Depot Credit Services	516.79		68,621.10
07/20/2017	037351	Vision Service Plan	324.42		68,296.68
07/20/2017	037352	Environmental Pest Control	270.00		68,026.68
07/20/2017	037353	Sherwin Williams Co.	964.35		67,062.33
07/20/2017	037354	Staples Business Advantage	105.86		66,956.47
07/20/2017	037355	Municipal Underwriters of Michigan,	24,753.00		42,203.47
07/20/2017	037356	Charles Edwards	340.36		41,863.11
07/20/2017	037357	David Gourlay	92.34		41,770.77
07/20/2017	037358	Emly VanZale	431.50		41,339.27
07/20/2017	037359	City Of Traverse City	369.46		40,969.81
07/20/2017	037360	All American Investment Group	9,150.00		31,819.81
07/20/2017	037361	DTE ENERGY	128.25		31,691.56
07/20/2017	037362	SAM'S CLUB	124.76		31,566.80
07/20/2017	037363	Cardmember Service	2,161.62		29,405.18
07/21/2017	EFT	Internal Revenue Service	2,885.08		26,520.10
07/24/2017	DEP			1,614.50	28,134.60
07/24/2017	DEP			223.55	28,358.15
07/24/2017	037364	Wizard Painting	2,109.00		26,249.15
07/24/2017	037364	**VOID** Wizard Painting	(2,109.00)		28,358.15

Date: 08/17/2017
Time: 14:36:47

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2017 To: 07/31/2017

Page: 4

Date	Ref Num	Payee	Payment	Deposit	Balance
07/24/2017	037365	Wizard Painting	2,109.00		26,249.15
07/25/2017	036794	**VOID** Career Uniforms	(387.70)		26,636.85
07/25/2017	037029	**VOID** DTE ENERGY	(106.43)		26,743.28
07/26/2017	DEP			424.00	27,167.28
07/26/2017	DEP			161.20	27,328.48
07/31/2017	DEP			2,355.00	29,683.48
07/31/2017	ADJUST			39.17	29,722.65
07/31/2017	EFT	Principal Life Insurance Co.	550.00		29,172.65
Total:			152,164.71	75,198.09	

Date: 08/17/2017
Time: 14:35:43

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 08/01/2017 To: 08/17/2017

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	ADJUST	Alisa Kroupa	1,209.35		27,963.30
08/01/2017	ADJUST	Anthony Lentych	2,348.07		25,615.23
08/01/2017	ADJUST	Michelle Reardon	1,392.84		24,222.39
08/01/2017	ADJUST	Angela N. Szabo	760.96		23,461.43
08/01/2017	ADJUST	Joseph Battaglia	277.16		23,184.27
08/01/2017	ADJUST	Charles Edwards	939.12		22,245.15
08/01/2017	ADJUST	David Gourlay	1,004.82		21,240.33
08/01/2017	ADJUST	Benjamin Weston	716.87		20,523.46
08/01/2017	EFT	Principal Life Insurance Co.	653.76		19,869.70
08/01/2017	DEP			10,481.00	30,350.70
08/01/2017	037329	First Contracting, Inc.	27.00		30,323.70
08/01/2017	037330	Wizard Painting	5,282.00		25,041.70
08/01/2017	037330	**VOID** Wizard Painting	(5,282.00)		30,323.70
08/01/2017	037366	Wizard Painting	3,173.00		27,150.70
08/02/2017	DEP	T Mobile		2,266.00	29,416.70
08/03/2017	DEP	U.S. Dept. of HUD		19,636.00	49,052.70
08/03/2017	DEP	U.S. Dept. of HUD		5,580.00	54,632.70
08/03/2017	DEP			16,058.88	70,691.58
08/04/2017	EFT	Internal Revenue Service	2,910.97		67,780.61
08/04/2017	DEP			6,018.00	73,798.61
08/04/2017	037367	Global Resource Management	5,000.00		68,798.61
08/04/2017	037368	Cardmember Service	1,432.47		67,366.14
08/04/2017	037369	Wilmar	477.60		66,888.54
08/04/2017	037370	Sherwin Williams Co.	795.42		66,093.12
08/04/2017	037371	Ace Hardware	61.92		66,031.20
08/04/2017	037372	Housing Authority Accounting	1,099.41		64,931.79
08/04/2017	037373	David Gourlay	86.94		64,844.85
08/04/2017	037374	Charles Edwards	163.62		64,681.23
08/04/2017	037375	Spectrum Business	3,164.00		61,517.23
08/04/2017	037376	Wolverine Power Systems	437.81		61,079.42
08/04/2017	037377	Verizon Wireless	87.35		60,992.07
08/04/2017	037378	DTE ENERGY	120.00		60,872.07
08/04/2017	037379	Nahro Professional Development	95.00		60,777.07
08/04/2017	037380	City Of Traverse City	122.78		60,654.29
08/04/2017	037381	Otis Elevator Company	7,114.50		53,539.79
08/04/2017	037382	Northwest Lock, Inc.	80.00		53,459.79
08/04/2017	037383	Spectrum Business	179.98		53,279.81
08/04/2017	037384	Sheren Plumbing & Heating Inc.	630.00		52,649.81
08/04/2017	037385	Thomas P. Licavoli	2,940.00		49,709.81
08/04/2017	037386	Simone Masonry	5,050.00		44,659.81

Date: 08/17/2017
Time: 14:35:44

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 08/01/2017 To: 08/17/2017

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
08/04/2017	037387	Engineered Protection Systems Inc	123.54		44,536.27
08/04/2017	037388	Integrated Payroll Services, Inc.	104.90		44,431.37
08/04/2017	037389	Munson Occupational Health &	35.00		44,396.37
08/04/2017	037390	Save Carpet USA	7,478.00		36,918.37
08/04/2017	037391	Accident Fund	3,496.00		33,422.37
08/04/2017	037392	Grand Traverse Cty. Treasurer	46.17		33,376.20
08/04/2017	037393	City of Traverse City, Treasurer's	369.46		33,006.74
08/04/2017	037394	Total Attention	6,112.91		26,893.83
08/04/2017	037395	Allen Supply	27.75		26,866.08
08/04/2017	037396	Great Lakes Business Systems, Inc.	93.72		26,772.36
08/04/2017	037397	Kuhn Rogers PLC	587.00		26,185.36
08/04/2017	037398	McCardel Water Conditioning	8.00		26,177.36
08/04/2017	037399	A T & T	244.17		25,933.19
08/08/2017		U.S. Dept. of HUD		31,327.22	57,260.41
08/08/2017	DEP	U.S. Dept. of HUD		8,757.88	66,018.29
08/08/2017	037400	Alliance Architects, Inc.	40,085.10		25,933.19
08/08/2017	037400	**VOID** Alliance Architects, Inc.	(40,085.10)		66,018.29
08/09/2017	DEP	U.S. Dept. of HUD		3,261.80	69,280.09
08/14/2017	DEP			5,692.00	74,972.09
08/14/2017	ADJUST	DTE ENERGY			74,972.09
08/14/2017	DEP			235.00	75,207.09
08/14/2017	037401	First Contracting, Inc.	40,085.10		35,121.99
08/14/2017	037402	City of Traverse City/Parking Office &	45.00		35,076.99
08/14/2017	037403	Global Resource Management	13,825.00		21,251.99
08/14/2017	037404	NE Chapter of NAHRO	575.00		20,676.99
08/14/2017	037405	SimplexGrinnell LP	1,142.26		19,534.73
08/14/2017	037406	Staples Business Advantage	22.36		19,512.37
08/14/2017	037407	Republic Services #239	481.39		19,030.98
08/14/2017	037408	AmRent	98.35		18,932.63
08/14/2017	037409	Grand Traverse County DPW	483.00		18,449.63
08/14/2017	037410	Arrow Flatwork LLC	1,380.00		17,069.63
08/14/2017	037411	CynergyComm.net,Inc	9.16		17,060.47
08/14/2017	037412	Alliance Architects, Inc.	3,261.80		13,798.67
08/14/2017	037413	Guardian Medical Monitoring	14.95		13,783.72
08/14/2017	037414	Environmental Pest Control	120.00		13,663.72
08/14/2017	037415	Allen Supply	183.00		13,480.72
08/14/2017	037416	City Of Traverse City	212.05		13,268.67
08/14/2017	037417	City Of Traverse City	156.00		13,112.67
08/15/2017	ADJUST	Alisa Kroupa	1,209.35		11,903.32
08/15/2017	ADJUST	Anthony Lentych	2,348.06		9,555.26

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 08/01/2017 To: 08/17/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/15/2017	ADJUST	Michelle Reardon	1,392.85		8,162.41
08/15/2017	ADJUST	Angela N. Szabo	776.87		7,385.54
08/15/2017	ADJUST	Joseph Battaglia	277.17		7,108.37
08/15/2017	ADJUST	Charles Edwards	877.71		6,230.66
08/15/2017	ADJUST	David Gourlay	1,004.82		5,225.84
08/15/2017	ADJUST	Benjamin Weston	440.56		4,785.28
08/15/2017	EFT	Principal Life Insurance Co.	653.76		4,131.52
Total:			134,354.91	109,313.78	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 08/01/2017 To: 08/17/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	EFT	U.S. Dept. of HUD		7,022.00	155,021.60
08/01/2017	EFT	U.S. Dept. of HUD		84,601.00	239,622.60
08/01/2017	ADJUST	PNC Bank	58.80		239,563.80
08/01/2017	000198	Jeana Aiken	473.00		239,090.80
08/01/2017	000198	Dustin Ansonge	1,164.00		237,926.80
08/01/2017	000198	Ayers Investment Properties LLC	558.00		237,368.80
08/01/2017	000198	Brad Barnes	546.00		236,822.80
08/01/2017	000198	Bay Front Apartments	320.00		236,502.80
08/01/2017	000198	Bay Hill Housing LDHALP	3,547.00		232,955.80
08/01/2017	000198	Bay Hill II	6,355.00		226,600.80
08/01/2017	000198	Bellaire Senior Apartments	249.00		226,351.80
08/01/2017	000198	Brookside Commons LDHA, LP	2,190.00		224,161.80
08/01/2017	000198	Irma Jean Brownley	486.00		223,675.80
08/01/2017	000198	Rebecca Carmien	339.00		223,336.80
08/01/2017	000198	Carson Square	5,952.00		217,384.80
08/01/2017	000198	Central Lake Townhouses	421.00		216,963.80
08/01/2017	000198	Cherrywood Village Farms, Inc.	1,829.00		215,134.80
08/01/2017	000198	Douglas A. Chichester	628.00		214,506.80
08/01/2017	000198	Cycle-Paths LLC.	509.00		213,997.80
08/01/2017	000198	Jack V. Dean	422.00		213,575.80
08/01/2017	000198	Eden Brook LLC	447.00		213,128.80
08/01/2017	000198	Shirley Farrell	833.00		212,295.80
08/01/2017	000198	Five P Enterprises, LLC	485.00		211,810.80
08/01/2017	000198	Rent Leelanau, LLC	756.00		211,054.80
08/01/2017	000198	Lisa Forbes	527.00		210,527.80
08/01/2017	000198	Dale E. French	102.00		210,425.80
08/01/2017	000198	French Quarter Apts.	110.00		210,315.80
08/01/2017	000198	Michael Glowacki	640.00		209,675.80
08/01/2017	000198	David Grzesiek	394.00		209,281.80
08/01/2017	000198	Harbour Ridge Apts	1,364.00		207,917.80
08/01/2017	000198	Heartwood Enterprises	775.00		207,142.80
08/01/2017	000198	Hillview Terrace	882.00		206,260.80
08/01/2017	000198	Josh Hollister	411.00		205,849.80
08/01/2017	000198	HomeStretch	3,067.00		202,782.80
08/01/2017	000198	Caroline Hupp	199.00		202,583.80
08/01/2017	000198	Joseph and Marion Fasel	419.00		202,164.80
08/01/2017	000198	Donna Kalchik	323.00		201,841.80
08/01/2017	000198	Bruce W. Korson	365.00		201,476.80
08/01/2017	000198	Lake Pointe Acquisitions LLC.	115.00		201,361.80
08/01/2017	000198	Sidney Lammers	372.00		200,989.80

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 08/01/2017 To: 08/17/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	000198	Legendary Rentals, LLC	700.00		200,289.80
08/01/2017	000198	John J. Lewis	762.00		199,527.80
08/01/2017	000198	Don E. Lint	459.00		199,068.80
08/01/2017	000198	Juan Maldonado	314.00		198,754.80
08/01/2017	000198	Robert J. Mork	379.00		198,375.80
08/01/2017	000198	Oak Park Apts	1,555.00		196,820.80
08/01/2017	000198	Oak Terrace Apts	564.00		196,256.80
08/01/2017	000198	Gerald Oliver Revocable Trust	957.00		195,299.80
08/01/2017	000198	Daniel G. Pohlman	1,615.00		193,684.80
08/01/2017	000198	Douglas L. Porter	390.00		193,294.80
08/01/2017	000198	Timothy Rice	493.00		192,801.80
08/01/2017	000198	Singkhan Sina Riddell	389.00		192,412.80
08/01/2017	000198	John Sarya	600.00		191,812.80
08/01/2017	000198	Eldon Schaub	401.00		191,411.80
08/01/2017	000198	Mike & Melissa Schichtel	644.00		190,767.80
08/01/2017	000198	Gerald Sieggreen	693.00		190,074.80
08/01/2017	000198	SILVER SHORES MHC	321.00		189,753.80
08/01/2017	000198	Douglas & Julia Slack	327.00		189,426.80
08/01/2017	000198	22955 Investments LLC	3,825.00		185,601.80
08/01/2017	000198	Carl Sumner	535.00		185,066.80
08/01/2017	000198	Traverse City Property Management	439.00		184,627.80
08/01/2017	000198	TCR Investments, LLC	284.00		184,343.80
08/01/2017	000198	Wendy Teagan	449.00		183,894.80
08/01/2017	000198	TEAMCO PROPERTIES	653.00		183,241.80
08/01/2017	000198	TOS Holdings, LLC	744.00		182,497.80
08/01/2017	000198	Tradewinds Terrace Apts	252.00		182,245.80
08/01/2017	000198	Village Glen Apartments	8,224.00		174,021.80
08/01/2017	000198	Village View Housing LHDA LP	369.00		173,652.80
08/01/2017	000198	Village Woods	704.00		172,948.80
08/01/2017	000198	Woda Boardman Lake LDHA.LP	2,925.00		170,023.80
08/01/2017	000198	Woodmere Ridge Apartments LDHA	5,928.00		164,095.80
08/01/2017	000198	Theodore V. Zachman	774.00		163,321.80
08/01/2017	000198	Ann Zenner	497.00		162,824.80
08/01/2017	000198	Barb Zupin	1,176.00		161,648.80
08/01/2017	000199	Jim Kidder	353.00		161,295.80
08/01/2017	000199	Meadowrun-Mancelona Rd 207 LHDA	942.00		160,353.80
08/01/2017	023004	Jim Kidder	353.00		160,000.80
08/01/2017	023004	**VOID** Jim Kidder	(353.00)		160,353.80
08/01/2017	023005	Meadowrun-Mancelona Rd 207 LHDA	942.00		159,411.80
08/01/2017	023005	**VOID** Meadowrun-Mancelona Rd	(942.00)		160,353.80

Date: 08/17/2017

Time: 14:35:51

Traverse City Housing Commission
Check Register Summary Report

Page: 3

PNC - Section 8

From: 08/01/2017 To: 08/17/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	023006	Punta Gorda Housing Authority	1,374.30		158,979.50
08/03/2017	DEP			100.00	159,079.50
08/04/2017	DEP			404.00	159,483.50
08/14/2017	DEP			335.00	159,818.50
08/15/2017	023007	Traverse City Housing Commission	20,528.19		139,290.31
Total:			101,171.29	92,462.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017

	1 Month Ended	12 Months Ended		
	<u>June 30, 2017</u>	<u>June 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 315.85	\$ 14,871.90	\$ 16,500	\$ 1,628.10
4320 - Electricity	9,513.49	128,456.86	150,000	21,543.14
4330 - Gas	2,963.93	15,100.66	15,500	399.34
Total Utilities	<u>\$ 12,793.27</u>	<u>\$ 158,429.42</u>	<u>\$ 182,000</u>	<u>\$ 23,570.58</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 9,596.59	\$ 93,120.02	\$ 81,130	\$ (11,990.02)
4420 - Materials	1,632.99	35,531.40	20,200	(15,331.40)
4430.02 - Heating & Cooling Contracts	421.79	6,243.59	5,000	(1,243.59)
4430.03 - Snow Removal Contracts	0.00	3,831.00	4,000	169.00
4430.04 - Elevator Maintenance Contracts	0.00	9,168.51	8,500	(668.51)
4430.05 - Landscape & Grounds Contracts	2,215.89	41,391.69	5,000	(36,391.69)
4430.06 - Unit Turnaround Contracts	5,608.03	26,032.17	10,000	(16,032.17)
4430.07 - Electrical Contracts	0.00	433.85	2,000	1,566.15
4430.08 - Plumbing Contracts	0.00	834.25	1,500	665.75
4430.09 - Extermination Contracts	850.00	3,905.00	3,500	(405.00)
4430.10 - Janitorial Contracts	0.00	1,800.00	3,000	1,200.00
4430.11 - Routine Maintenance Contracts	1,885.01	16,576.97	8,000	(8,576.97)
4430.12 - Misc. Contracts	5,420.23	17,305.80	9,200	(8,105.80)
4431 - Garbage Removal	535.84	10,812.10	5,800	(5,012.10)
4433 - Employee Benefits - Maint.	2,360.32	29,179.07	38,770	9,590.93
Total Ordinary Maint. & Oper	<u>\$ 30,526.69</u>	<u>\$ 296,165.42</u>	<u>\$ 205,600</u>	<u>\$ (90,565.42)</u>
General Expense				
4510 - Insurance	\$ 2,344.72	\$ 28,633.24	\$ 30,600	\$ 1,966.76
4520 - Payment in Lieu of Taxes	4,784.73	24,364.73	23,000	(1,364.73)
4570 - Collection Losses	200.65	7,467.66	0	(7,467.66)
4586 - Interest Expense-CFFP	22,464.98	22,464.98	32,000	9,535.02
4586.1 - Interest Expense-EPC	9,514.80	9,514.80	0	(9,514.80)
4590 - Other General Expense	0.00	0.00	500	500.00
Total General Expense	<u>\$ 39,309.88</u>	<u>\$ 92,445.41</u>	<u>\$ 86,100</u>	<u>\$ (6,345.41)</u>
Total Routine Expense	<u>\$ 109,123.54</u>	<u>\$ 870,669.03</u>	<u>\$ 795,350</u>	<u>\$ (75,319.03)</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 4,545.00	\$ 10,000	\$ 5,455.00
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>
Total Operating Expenses	<u>\$ 109,123.54</u>	<u>\$ 875,214.03</u>	<u>\$ 805,350</u>	<u>\$ (69,864.03)</u>
Operating Income (Loss)	<u>\$ (37,452.28)</u>	<u>\$ (49,121.96)</u>	<u>\$ 23,930</u>	<u>\$ 73,051.96</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 23,606.88	\$ 267,476.87	\$ 0	\$ (267,476.87)
Total Depreciation Expense	<u>\$ 23,606.88</u>	<u>\$ 267,476.87</u>	<u>\$ 0</u>	<u>\$ (267,476.87)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017

	1 Month Ended		12 Months Ended			
	<u>June 30, 2017</u>		<u>June 30, 2017</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	\$	28,442.72	\$	45,134.88	\$ 0	\$ (45,134.88)
7540 - Betterments and Additions		(6,132.68)		125,780.51	25,000	(100,780.51)
7590 - Operating Expenditures-Contra		(22,310.04)		(170,915.39)	(25,000)	145,915.39
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Other Financial Items						
Total Other Financial Items	\$	0.00	\$	0.00	\$ 0	\$ 0.00
HUD Net Income (Loss)	\$	<u>(59,762.32)</u>	\$	<u>(220,037.35)</u>	\$ (1,070)	\$ 218,967.35
GAAP Net Income (Loss)	\$	<u>(61,059.16)</u>	\$	<u>(316,598.83)</u>	\$ 23,930	\$ 340,528.83

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017

	1 Month Ended	12 Months Ended		
	<u>June 30, 2017</u>	<u>June 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
3110 - Dwelling Rental	\$ 30,401.00	\$ 365,433.53	\$ 465,000	\$ 99,566.47
3110.2 - Dwelling Rental-Proj. 2	5,031.00	65,368.83	0	(65,368.83)
3120 - Excess Utilities	155.74	2,059.22	1,000	(1,059.22)
3190 - Nondwelling Rental	2,266.00	85,105.50	51,500	(33,605.50)
Total Rental Income	<u>\$ 37,853.74</u>	<u>\$ 517,967.08</u>	<u>\$ 517,500</u>	<u>\$ (467.08)</u>
Revenues - HUD PHA GRANTS				
3401.2 - Operating Subsidy	\$ 27,992.00	\$ 253,023.00	\$ 250,000	\$ (3,023.00)
Total HUD PHA GRANTS	<u>\$ 27,992.00</u>	<u>\$ 253,023.00</u>	<u>\$ 250,000</u>	<u>\$ (3,023.00)</u>
Nonrental Income				
3610 - Interest Income-Gen. Fund	\$ 1,283.88	\$ 3,296.42	\$ 2,700	\$ (596.42)
3690 - Tenant Income	(162.00)	5,550.45	5,000	(550.45)
3690.1 - Non-Tenant Income	2,253.64	16,571.36	28,000	11,428.64
3690.2 - Tenant Income-Cable	2,450.00	29,383.76	26,080	(3,303.76)
3690.3 - Gain (Loss) of Disposal of Equip.	0.00	300.00	0	(300.00)
Total Nonrental Income	<u>\$ 5,825.52</u>	<u>\$ 55,101.99</u>	<u>\$ 61,780</u>	<u>\$ 6,678.01</u>
Total Operating Income	<u>\$ 71,671.26</u>	<u>\$ 826,092.07</u>	<u>\$ 829,280</u>	<u>\$ 3,187.93</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 10,172.84	\$ 129,735.08	\$ 139,140	\$ 9,404.92
4120 - Compensated Absences	(346.62)	(346.62)	1,500	1,846.62
4130 - Legal Expense	1,709.55	13,766.89	6,500	(7,266.89)
4140 - Staff Training	1,344.00	6,548.85	4,000	(2,548.85)
4150 - Travel Expense	3,514.40	8,070.37	4,400	(3,670.37)
4170 - Accounting Fees	450.16	6,549.39	7,500	950.61
4171 - Auditing	0.00	4,060.00	3,000	(1,060.00)
4182 - Employee Benefits - Admin	3,510.86	48,664.70	55,550	6,885.30
4185 - Telephone	94.86	7,238.15	6,600	(638.15)
4190.1 - Publications	0.00	827.30	1,000	172.70
4190.2 - Membership Dues and Fees	0.00	999.97	1,000	0.03
4190.3 - Admin. Service Contracts	(84.18)	25,903.73	25,300	(603.73)
4190.4 - Office Supplies	1.33	4,338.78	5,200	861.22
4190.5 - Other Sundry Expense	799.06	18,449.54	7,000	(11,449.54)
4190.6 - Advertising	(102.45)	2,357.67	1,500	(857.67)
Total Administration	<u>\$ 21,063.81</u>	<u>\$ 277,163.80</u>	<u>\$ 269,190</u>	<u>\$ (7,973.80)</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	\$ 2,238.85	\$ 9,249.64	\$ 15,000	\$ 5,750.36
4230 - Cable TV-Tenants	3,191.04	37,215.34	37,460	244.66
Total Tenant Services	<u>\$ 5,429.89</u>	<u>\$ 46,464.98</u>	<u>\$ 52,460</u>	<u>\$ 5,995.02</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2017</u>	<u>June 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 830.00	\$ 0	\$ (830.00)
3603 - Number of Unit Months	0.00	(1,808.00)	0	1,808.00
3604 - Unit Months - Contra	0.00	1,808.00	0	(1,808.00)
Total Operating Reserve Income	\$ 50.00	\$ 830.00	\$ 0	\$ (830.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 84,227.00	\$ 1,004,004.00	\$ 0	\$ (1,004,004.00)
3411 - Admin Fee Funding	7,551.00	96,027.00	0	(96,027.00)
Total HUD PHA GRANTS	\$ 91,778.00	\$ 1,100,031.00	\$ 0	\$ (1,100,031.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 91,828.00	\$ 1,100,861.00	\$ 0	\$ (1,100,861.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 2,699.63	\$ 36,210.78	\$ 41,800	\$ 5,589.22
4120 - Compensated Absences	3,680.39	3,680.39	250	(3,430.39)
4130 - Legal Expense	459.45	1,401.75	2,850	1,448.25
4140 - Staff Training	613.00	2,653.20	1,710	(943.20)
4150 - Travel Expense	1,509.76	3,020.13	1,890	(1,130.13)
4170 - Accounting Fees	649.25	8,128.53	8,500	371.47
4171 - Auditing	0.00	1,740.00	3,000	1,260.00
4182 - Employee Benefits - Admin	873.25	15,664.64	17,500	1,835.36
4185 - Telephone	128.16	2,113.23	3,200	1,086.77
4190 - Administrative Sundry	0.00	33.65	0	(33.65)
4190.1 - Publications	3,406.00	3,864.50	500	(3,364.50)
4190.2 - Membership Dues and Fees	0.00	831.42	1,000	168.58
4190.3 - Admin. Service Contracts	(179.06)	10,506.38	10,000	(506.38)
4190.4 - Office Supplies	119.08	1,735.61	2,200	464.39
4190.5 - Other Sundry Expense	384.31	7,621.78	3,500	(4,121.78)
4190.6 - Advertising	(109.06)	45.00	0	(45.00)
Total Administration	\$ 14,234.16	\$ 99,250.99	\$ 97,900	\$ (1,350.99)
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 14,234.16	\$ 99,250.99	\$ 97,900	\$ (1,350.99)

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017**

	<u>1 Month Ended June 30, 2017</u>	<u>12 Months Ended June 30, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 73,111.73	\$ 898,349.73	\$ 0	\$ (898,349.73)
4715.3 - HAP - Non-Elderly Disabled	3,602.00	46,836.00	0	(46,836.00)
4715.4 - HAP - Utility Allowances	737.00	10,494.00	0	(10,494.00)
4715.5 - HAP - Fraud Recovery	(100.00)	(830.00)	0	830.00
4715.6 - HAP - Homeownership	1,065.00	11,549.00	0	(11,549.00)
4719 - HAP - FSS Escrow	5,951.00	21,695.55	0	(21,695.55)
4719.1 - FSS Forfeitures	(4,610.28)	(13,536.26)	0	13,536.26
Total HAP Payments	\$ 79,756.45	\$ 974,558.02	\$ 0	\$ (974,558.02)
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 624.83	\$ 624.83	\$ 0	\$ (624.83)
Total Depreciation Expense	\$ 624.83	\$ 624.83	\$ 0	\$ (624.83)
Total Operating Expense	\$ 94,615.44	\$ 1,074,433.84	\$ 97,900	\$ (976,533.84)
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)	\$ (2,787.44)	\$ 26,427.16	\$ (97,900)	\$ (124,327.16)
Memo:				
Admin Operating Income/(Loss)	\$ (7,307.99)	\$ (3,848.82)	\$ (97,900)	\$ (94,051.18)
Analysis of Funding				
A.C. Received: June 30, 2017		12 Months Ended June 30, 2017		
3410 - HAP Funding		\$ 1,004,004.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		898,349.73		
4715.3 - HAP - Non-Elderly Disabled		46,836.00		
4715.4 - HAP - Utility Allowances		10,494.00		
4715.5 - HAP - Fraud Recovery		(830.00)		
4715.6 - HAP - Homeownership		11,549.00		
4719 - HAP - FSS Escrow		21,695.55		
4719.1 - FSS Forfeitures		(13,536.26)		
Total Funding Required		\$ 974,558.02		
Over/(Under) Funding		\$ 29,445.98		
NRA as of: June 30, 2017		\$ 40,770.10		
UNA as of: June 30, 2017		\$ 140,370.50		

Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017

	1 Month Ended	12 Months Ended		
	<u>June 30, 2017</u>	<u>June 30, 2017</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	\$ 5,580.00	\$ 66,966.85	\$ 0	\$ (66,966.85)
Total HUD PHA GRANTS	\$ 5,580.00	\$ 66,966.85	\$ 0	\$ (66,966.85)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 5,580.00	\$ 66,966.85	\$ 0	\$ (66,966.85)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,877.72	\$ 54,449.44	\$ 56,980	\$ 2,530.56
4182 - Employee Benefits - Admin	1,518.94	15,274.93	18,050	2,775.07
4190.1 - Publications	0.00	67.20	0	(67.20)
Total Administration	\$ 5,396.66	\$ 69,791.57	\$ 75,030	\$ 5,238.43
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 5,396.66	\$ 69,791.57	\$ 75,030	\$ 5,238.43

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2017**

	<u>1 Month Ended June 30, 2017</u>	<u>12 Months Ended June 30, 2017</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	\$ 5,396.66	\$ 69,791.57	\$ 75,030	\$ 5,238.43
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>\$ 183.34</u>	<u>\$ (2,824.72)</u>	<u>\$ (75,030)</u>	<u>\$ (72,205.28)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017

	1 Month Ended		1 Month Ended			
	<u>July 31, 2017</u>		<u>July 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	30,461.00	\$	30,461.00	\$ 435,000	\$ 404,539.00
3110.2 - Dwelling Rental-Proj. 2		5,108.00		5,108.00	0	(5,108.00)
3120 - Excess Utilities		148.89		148.89	0	(148.89)
3190 - Nondwelling Rental		7,355.05		7,355.05	71,900	64,544.95
Total Rental Income	\$	43,072.94	\$	43,072.94	\$ 506,900	\$ 463,827.06
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	18,914.00	\$	18,914.00	\$ 250,000	\$ 231,086.00
Total HUD PHA GRANTS	\$	18,914.00	\$	18,914.00	\$ 250,000	\$ 231,086.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	168.81	\$	168.81	\$ 2,500	\$ 2,331.19
3690 - Tenant Income		19.00		19.00	6,000	5,981.00
3690.1 - Non-Tenant Income		1,422.50		1,422.50	15,400	13,977.50
3690.2 - Tenant Income-Cable		2,385.00		2,385.00	29,200	26,815.00
Total Nonrental Income	\$	3,995.31	\$	3,995.31	\$ 53,100	\$ 49,104.69
Total Operating Income	\$	65,982.25	\$	65,982.25	\$ 810,000	\$ 744,017.75
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,663.85	\$	9,663.85	\$ 136,780	\$ 127,116.15
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		872.55		872.55	17,000	16,127.45
4140 - Staff Training		(255.00)		(255.00)	6,300	6,555.00
4150 - Travel Expense		937.39		937.39	4,200	3,262.61
4170 - Accounting Fees		1,170.32		1,170.32	7,000	5,829.68
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		5,680.24		5,680.24	50,430	44,749.76
4185 - Telephone		747.80		747.80	7,500	6,752.20
4190.1 - Publications		0.00		0.00	800	800.00
4190.2 - Membership Dues and Fees		315.47		315.47	1,000	684.53
4190.3 - Admin. Service Contracts		711.58		711.58	23,800	23,088.42
4190.4 - Office Supplies		74.10		74.10	4,200	4,125.90
4190.5 - Other Sundry Expense		991.51		991.51	13,640	12,648.49
4190.6 - Advertising		0.00		0.00	1,500	1,500.00
Total Administration	\$	20,909.81	\$	20,909.81	\$ 277,150	\$ 256,240.19
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	278.24	\$	278.24	\$ 8,575	\$ 8,296.76
4230 - Cable TV-Tenants		3,164.00		3,164.00	37,460	34,296.00
Total Tenant Services	\$	3,442.24	\$	3,442.24	\$ 46,035	\$ 42,592.76

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017

	1 Month Ended		1 Month Ended		BUDGET	*OVER/UNDER
	<u>July 31, 2017</u>		<u>July 31, 2017</u>			
Utilities						
4310 - Water	\$	1,645.20	\$	1,645.20	\$ 16,500	\$ 14,854.80
4320 - Electricity		7,419.80		7,419.80	150,000	142,580.20
4330 - Gas		128.25		128.25	15,500	15,371.75
Total Utilities	\$	9,193.25	\$	9,193.25	\$ 182,000	\$ 172,806.75
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$	8,147.04	\$	8,147.04	\$ 97,540	\$ 89,392.96
4420 - Materials		4,299.85		4,299.85	25,000	20,700.15
4430.02 - Heating & Cooling Contracts		1,156.26		1,156.26	6,000	4,843.74
4430.03 - Snow Removal Contracts		0.00		0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts		0.00		0.00	9,600	9,600.00
4430.05 - Landscape & Grounds Contracts		1,411.05		1,411.05	10,000	8,588.95
4430.06 - Unit Turnaround Contracts		2,078.00		2,078.00	18,000	15,922.00
4430.07 - Electrical Contracts		0.00		0.00	1,000	1,000.00
4430.08 - Plumbing Contracts		0.00		0.00	1,000	1,000.00
4430.09 - Extermination Contracts		490.00		490.00	3,000	2,510.00
4430.10 - Janitorial Contracts		0.00		0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts		3,105.00		3,105.00	10,000	6,895.00
4430.12 - Misc. Contracts		6,895.83		6,895.83	10,000	3,104.17
4431 - Garbage Removal		614.84		614.84	10,500	9,885.16
4433 - Employee Benefits - Maint.		4,825.10		4,825.10	35,620	30,794.90
Total Ordinary Maint. & Oper	\$	33,022.97	\$	33,022.97	\$ 243,460	\$ 210,437.03
General Expense						
4510 - Insurance	\$	2,440.72	\$	2,440.72	\$ 30,600	\$ 28,159.28
4520 - Payment in Lieu of Taxes		1,916.67		1,916.67	23,000	21,083.33
4570 - Collection Losses		0.00		0.00	5,000	5,000.00
4586 - Interest Expense-CFFP		0.00		0.00	32,000	32,000.00
Total General Expense	\$	4,357.39	\$	4,357.39	\$ 90,600	\$ 86,242.61
Total Routine Expense	\$	70,925.66	\$	70,925.66	\$ 839,245	\$ 768,319.34
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Total Extraordinary Maintenance	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	0.00	\$ 10,000	\$ 10,000.00
Total Operating Expenses	\$	70,925.66	\$	70,925.66	\$ 849,245	\$ 778,319.34
Operating Income (Loss)	\$	(4,943.41)	\$	(4,943.41)	\$ (39,245)	\$ (34,301.59)
Depreciation Expense						
4800 - Depreciation - Current Year	\$	19,909.34	\$	19,909.34	\$ 0	\$ (19,909.34)
Total Depreciation Expense	\$	19,909.34	\$	19,909.34	\$ 0	\$ (19,909.34)

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017**

	1 Month Ended		1 Month Ended			
	<u>July 31, 2017</u>		<u>July 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Capital Expenditures						
7540 - Betterments and Additions	\$	8,654.00	\$	8,654.00	\$ 25,000	\$ 16,346.00
7590 - Operating Expenditures-Contra		<u>(8,654.00)</u>		<u>(8,654.00)</u>	<u>(25,000)</u>	<u>(16,346.00)</u>
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Other Financial Items						
Total Other Financial Items	\$	0.00	\$	0.00	\$ 0	\$ 0.00
 HUD Net Income (Loss)	 \$	 <u>(13,597.41)</u>	 \$	 <u>(13,597.41)</u>	 \$ <u>(64,245)</u>	 \$ <u>(50,647.59)</u>
GAAP Net Income (Loss)	\$	<u>(24,852.75)</u>	\$	<u>(24,852.75)</u>	\$ <u>(39,245)</u>	\$ <u>(14,392.25)</u>

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017**

	1 Month Ended		1 Month Ended			
	<u>July 31, 2017</u>		<u>July 31, 2017</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	\$	5,580.00	\$	5,580.00	\$ 0	\$ (5,580.00)
Total HUD PHA GRANTS	\$	5,580.00	\$	5,580.00	\$ 0	\$ (5,580.00)
Income Offset HUD A.C.						
Total Income Offset		0.00		0.00	0.00	0.00
Total Operating Income	\$	5,580.00	\$	5,580.00	\$ 0	\$ (5,580.00)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	3,358.48	\$	3,358.48	\$ 60,660	\$ 57,301.52
4182 - Employee Benefits - Admin		2,299.64		2,299.64	0	(2,299.64)
4190.1 - Publications		433.00		433.00	0	(433.00)
Total Administration	\$	6,091.12	\$	6,091.12	\$ 60,660	\$ 54,568.88
General Expense						
Total General Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Routine Expense	\$	6,091.12	\$	6,091.12	\$ 60,660	\$ 54,568.88

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017**

	<u>1 Month Ended</u> <u>July 31, 2017</u>	<u>1 Month Ended</u> <u>July 31, 2017</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	\$ 6,091.12	\$ 6,091.12	\$ 60,660	\$ 54,568.88
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>\$ (511.12)</u>	<u>\$ (511.12)</u>	<u>\$ (60,660)</u>	<u>\$ (60,148.88)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017**

	1 Month Ended	1 Month Ended		
	<u>July 31, 2017</u>	<u>July 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 50.00	\$ 0	\$ (50.00)
3603 - Number of Unit Months	(158.00)	(158.00)	0	158.00
3604 - Unit Months - Contra	158.00	158.00	0	(158.00)
Total Operating Reserve Income	\$ 50.00	\$ 50.00	\$ 0	\$ (50.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 49,620.00	\$ 49,620.00	\$ 0	\$ (49,620.00)
3411 - Admin Fee Funding	7,023.00	7,023.00	0	(7,023.00)
Total HUD PHA GRANTS	\$ 56,643.00	\$ 56,643.00	\$ 0	\$ (56,643.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 56,693.00	\$ 56,693.00	\$ 0	\$ (56,693.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,082.52	\$ 3,082.52	\$ 44,170	\$ 41,087.48
4130 - Legal Expense	373.95	373.95	0	(373.95)
4140 - Staff Training	550.00	550.00	2,250	1,700.00
4150 - Travel Expense	242.60	242.60	3,000	2,757.40
4170 - Accounting Fees	1,298.50	1,298.50	8,130	6,831.50
4171 - Auditing	0.00	0.00	2,400	2,400.00
4182 - Employee Benefits - Admin	1,791.95	1,791.95	0	(1,791.95)
4185 - Telephone	132.42	132.42	1,400	1,267.58
4190.1 - Publications	0.00	0.00	800	800.00
4190.2 - Membership Dues and Fees	315.47	315.47	450	134.53
4190.3 - Admin. Service Contracts	304.96	304.96	3,160	2,855.04
4190.4 - Office Supplies	31.76	31.76	1,935	1,903.24
4190.5 - Other Sundry Expense	3,409.73	3,409.73	5,250	1,840.27
Total Administration	\$ 11,533.86	\$ 11,533.86	\$ 72,945	\$ 61,411.14
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 11,533.86	\$ 11,533.86	\$ 72,945	\$ 61,411.14

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 1 Month Ended July 31, 2017**

	<u>1 Month Ended July 31, 2017</u>	<u>1 Month Ended July 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 77,044.00	\$ 77,044.00	\$ 0	\$ (77,044.00)
4715.3 - HAP - Non-Elderly Disabled	2,596.00	2,596.00	0	(2,596.00)
4715.4 - HAP - Utility Allowances	841.00	841.00	0	(841.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(50.00)	0	50.00
4715.6 - HAP - Homeownership	1,065.00	1,065.00	0	(1,065.00)
4719 - HAP - FSS Escrow	1,403.00	1,403.00	0	(1,403.00)
Total HAP Payments	\$ 82,899.00	\$ 82,899.00	\$ 0	\$ (82,899.00)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 94,432.86	\$ 94,432.86	\$ 72,945	\$ (21,487.86)
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>\$ (37,739.86)</u>	<u>\$ (37,739.86)</u>	<u>\$ (72,945)</u>	<u>\$ (35,205.14)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ (4,510.86)</u>	<u>\$ (4,510.86)</u>	<u>\$ (72,945)</u>	<u>\$ (68,434.14)</u>
<u>Analysis of Funding</u>		<u>1 Month Ended July 31, 2017</u>		
A.C. Received: July 31, 2017				
3410 - HAP Funding		\$ 49,620.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		77,044.00		
4715.3 - HAP - Non-Elderly Disabled		2,596.00		
4715.4 - HAP - Utility Allowances		841.00		
4715.5 - HAP - Fraud Recovery		(50.00)		
4715.6 - HAP - Homeownership		1,065.00		
4719 - HAP - FSS Escrow		1,403.00		
Total Funding Required		\$ 82,899.00		
Over/(Under) Funding		<u>\$ (33,279.00)</u>		
NRA as of: July 31, 2017		\$ (21,954.88)		
UNA as of: July 31, 2017		\$ 141,242.06		



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: July 25, 2017

Executive Committee Meeting: July 27, 2017

Executive Committee Meeting: August 17, 2017

Governance Committee Meeting: July 20, 2017

Governance Committee Meeting: August 17, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: June 13, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: June 27, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: July 6, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: July 20, 2017

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
July 25, 2017**

A special meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 2:16 P.M. at the Governmental Center.

ROLL CALL

The following Commissioners were present: Kay Serratelli, Vice President, and Andy Smits, President.

CORRESPONDENCE

There was no correspondence to discuss.

AGENDA

The following Agenda items were discussed:

- A. After some discussion, the composition of the Executive Committee will return to being that of the President and the Past President.
- B. Other Committees and their membership were discussed. The Governance Committee will continue to be chaired by Kay Serratelli. She will be joined by Commissioner St. Amant. Commissioner Michael's replacement will chair the Finance Committee. He or she will be joined by Commissioner Smits. The Finance Committee will take a more active role in the Real Estate Development process. Commissioner Haas will continue to chair the Communications and Outreach Committee.
- C. Committee Chairs will be responsible for establishing meeting agendas with staff and will be fully responsible for all work product of the Committee.

ADJOURNMENT

President Smits adjourned the meeting at 2:49 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
July 27, 2017**

A special meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 8:02 A.M.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

An e-mail from City Clerk Benjamin Marentette regarding the resignation of Resident Commissioner Michelle St. Amant was discussed. There was no other report of conversation or notification from St. Amant to either staff or other Commissioners regarding the resignation. Staff reported that Mayor Carruthers has been notified and has been in contact with staff about this vacancy. Smits and Haas will make themselves available to the Mayor for input during his selection process.

AGENDA

The following Agenda items were discussed:

- A. The Executive Committee will likely meeting on either Mondays or Fridays to accommodate schedules. The next meeting will be in August and will be used to set the Commission's Monthly Meeting Agenda.

ADJOURNMENT

President Smits adjourned the meeting at 8:26 A.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
August 17, 2017**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 7:31 A.M.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

A letter from the Review Terrace Residents Council requesting that the August TCHC meeting to be held at Riverview Terrace was discussed.

AGENDA

The following Agenda items were discussed:

- A. The fiscal year end Consolidated Financial Report was distributed and discussed.
- B. And update on the work of the Governance Committee was discussed. The Safety & Evacuation Plan is being reviewed.
- C. The Review of the Executive Director has been completed and is in "draft" form. It will be presented at the next Commission meeting along with a "formula" to establish staff pay ranges.
- D. Check Signing Authorization will be discussed at the next Commission meeting.
- E. The selection process for TCHC's Auditor was reviewed and discussed. A memorandum will be prepared that outlines our rationale for selecting a single-source bid response.
- F. President Smits briefly discussed his work to date on reviewing the RTRC MOU. He and attorney, Ward Kuhn are just beginning to connect on the process.
- G. There was a brief discussion on building more units on the Orchardview property and what barriers prevent TCHC from moving forward with such a project.

ADJOURNMENT

President Smits adjourned the meeting at 8:26 A.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
July 20, 2017**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Chairperson Serratelli at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 10:10 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli. Commissioner St. Amant reported a conflict and was excused.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

Residents: Norma Loper, Jeff Turner, Ellen Corcoran, Lois DeHart, Jo Simmerson, and Marie Schaffer.

II APPROVAL OF AGENDA

The agenda was approved by consent of the committee.

III UPDATES

A. The Policy Review Schedule was presented and discussed.

IV OLD BUSINESS

- A. There is no report on the “Shared Drive” Request from City.
- B. The HUD document “Implementing HUD’s Smoke Free Policy in Public Housing” was distributed. There was some discussion of the process and development of the policy. Staff indicated a draft policy should be available for the Board in approximately 60 days.
- C. The second meeting for the Executive Director’s Annual Review is scheduled for Tuesday, July 18, 2017 at 4:00 P.M.
- D. The TCHC Human Resources Policy & Procedures Manual will be the subject of a TCHC Study Session scheduled for Tuesday, July 25, 2017 at 12:00 P.M. The TCHC will discuss this draft policy in depth at this meeting.
- E. Staff is working with Chief Tuller of the City of Traverse City Fire Department to plan for a potential drill for emergency response and to propose and evacuation plan if necessary.
- F. There is no update on the Camera Policy. This will be discussed at the August Executive & Governance Committee.

V NEW BUSINESS

- A. A draft Emergency Transfer Policy for Victims of Domestic Violence was presented for review and will be discussed by this Committee in August.
- B. The Ad-Hoc Committee on Harassment/Hostile Environment met just prior to this meeting and finalized the draft policy. This policy will be provided to the Executive & Governance Committee in August. The policy will also be presented the TCHC at their regular meeting in August.

VI PUBLIC COMMENT

None.

XIII ADJOURNMENT

The meeting was adjourned by Chairperson Serratelli at 10:40 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
August 17, 2017**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Chairperson Serratelli at the TCHC office, 150 Pine Street, Traverse City at 10:09 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

II APPROVAL OF AGENDA

The agenda was amended to allow discussion on New Business - Item B - Ad Hoc Committee on Harassment/Hostile Environment Policy as the first topic. The amended agenda was approved by consent of the committee members present.

III UPDATES

A. The Policy Review Schedule was presented and discussed.

IV OLD BUSINESS

- A. Staff will be meeting with the developer of the property to the north to walk the property and discuss the request for a "shared drive".
- B. Staff has distributed letters to each of the residents who are currently allowed to smoke in their units.
- C. The TCHC Human Resources Policy & Procedures Manual as reviewed at the special meeting was discussed. A final draft will be presented to the Board at the August 25, 2017 meeting.
- D. Staff met with Chief Tuller of the City of Traverse City Fire Department. There will be a fire drill conducted in October 2017. Staff will also working with BATA to draft an MOU in the event of an evacuation to provide transportation for our residents to a safe location.
- E. The Camera Policy will be discussed at the September Governance Committee meeting.

V NEW BUSINESS

- A. A final draft Emergency Transfer Policy for Victims of Domestic Violence will be presented to the Board at the August 25, 2017 meeting for review and approval.
- B. Staff provided an update regarding the Harassment/Hostile Environment policy. The draft policy has been reviewed by the attorney and will be presented to the Board at the August 25, 2017 meeting for approval. The committee will be seeking resident input regarding the implementation of this policy.

VI ADJOURNMENT

The meeting was adjourned by Chairperson Serratelli at 11:05 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Hostile Environment / Harassment
June 13, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Hostile Environment/ Harassment was called to order by Committee Chair Serratelli at the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan at 10:31 A.M.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant and Kay Serratelli.

Staff: Tony Lentych, Executive Director, and Michelle Reardon, Deputy Director.

II BUSINESS

- A. Commissioner St. Amant filed a complaint to inform staff about an incident that occurred at the resident forum held on June 22, 2017. Staff will be following up with Commissioner St. Amant to proceed with the complaint process.
- B. The committee discussed the current status of the Hostile Environment policy including points of agreement and areas that continue to need more discussion. Committee Chair Serratelli will prepare a memo for the Commission. The committee will focus on preparing a purpose statement at the next meeting.

III ADJOURNMENT

The meeting adjourned by consensus of the committee at approximately 11:46 A.M.

The next meeting will be held on June 27, 2017 at 8:30 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary
& Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Hostile Environment / Harassment
June 27, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Hostile Environment/ Harassment was called to order by Committee Chair Serratelli at the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan at 8:32 AM.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant and Kay Serratelli.
Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.

II BUSINESS

A. The committee discussed and drafted the policy in detail. Commissioner Serratelli will provide a draft in written form to be discussed at the next committee meeting.

Note: Reardon left the meeting at 10:17 AM

III ADJOURNMENT

The meeting adjourned by consensus of the committee at 11:46 AM.

The next meeting will be held on July 6, 2017 at 8:30 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary
& Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Hostile Environment / Harassment
July 6, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Hostile Environment/ Harassment was called to order by Committee Chair Serratelli at the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan at approximately 8:30 AM.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant and Kay Serratelli.
Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.

II BUSINESS

A. The committee discussed and offered edits to the written draft of the policy.

Note: Commissioner St. Amant left the meeting at approximately 8:45 AM and Reardon left the meeting at 9:00 AM

III ADJOURNMENT

The meeting adjourned by consensus of the committee at approximately 9:36 AM.

The next meeting will be held on July 20, 2017 at 8:30 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary
& Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Ad Hoc Committee on Hostile Environment / Harassment
July 20, 2017**

A Meeting of the Traverse City Housing Commission Ad Hoc Committee on Hostile Environment/ Harassment was called to order by Committee Chair Serratelli at the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan at 9:10 AM.

I ROLL CALL

The following Commissioners were present: Kay Serratelli. Michelle St. Amant reported that should could not attend.

Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.

II BUSINESS

A. The committee discussed version no. two of the policy in detail. Commissioner Serratelli will collect all final comments and produce a final draft. Staff will prepare final draft for submission to our attorney for review and for the Governance Committee to review in August.

III ADJOURNMENT

The meeting adjourned by consensus of the committee at 10:00 AM.

An additional meeting was not scheduled at this time.

Respectfully submitted,

Michelle Reardon, Recording Secretary
& Tony Lentych, Executive Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report for July & August 2017

Family Self-Sufficiency (FSS) Program Report for July & August 2017

Resident Council Report for August 2017

EXECUTIVE DIRECTOR'S REPORT: August 25, 2017

This report covers the work accomplished from June 23, 2017 until August 24, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report. Please note that this report covers a two-month period.

Strategic Goal 1	Expand affordable housing inventory and range of options.
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Current Properties

1. Riverview Terrace: There are no openings at this time. We recently, resurfaced the parking lot (installed new drain in handicap parking area) and are washing all windows at this time. Two new residents since last meeting.
2. Orchardview: Two (2) units are open. These are both three-bedroom units. We have one family ready to move in. Since the other opening was not a known move-out, we will work to get a family in the unit next month. Two new residents since last meeting.

Projects & Potential Projects

1. Phase I of the Orchardview Townhomes Siding and Window Project is nearly complete. Final punch list items from walkthrough with the architect has been submitted and agreed to by the construction company.
2. One meeting with our development team to finalize a strategy on 8th Street Property.
3. Several conversations with realtors representing property owners of the properties we may still be pursuing. Conversations of with one property owner in Leelanau County about property in the south part of the county.
4. Continued conversations and meetings with two area nonprofits about potential collaborations. Developed a preliminary pro forma for one project that was submitted for a potential grant.
5. Meeting with executive staff of Samaritas about potential plans in Northern Michigan.
6. Conversation with developer of Morgan Farms II to gauge interest in affordable housing.
7. Continued discussions with Alliance Architects on next projects and engineering services.
8. Attended another meeting with Illinois Facility Fund (IFF) at the request of Rotary Charities.
9. Conversations with for-profit developer about potential collaboration on two projects.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Held several meetings with Riverview Terrace Residents regarding general issues in our community and properties. Spent considerable time on one tenant issue – includes work with our attorney.
2. Several meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues.
3. Attended a meeting with other Northern Michigan Public Housing Directors – information sharing.

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

1. Continue to work on updates to the Strategic Plan – should have a midyear update at the September meeting.

Financial

1. Reviewed and prepared the fiscal year-end financial report. Reviewed and prepared the monthly financial report. We were aggressive in spending some of our excess cash on building improvements. Preparing for the REAC Inspection was also a cost center for us. We should have smaller outlays of cash per month going forward.

Staff Management

1. Participated in an on-site Technical Assistance Training from Detroit Field Office of HUD and with a management consultant on HCV Two-Year Tool.
2. Prepared final draft of Employee Handbook. Worked with staff on a potential HR issue with one employee.
3. Received proposal from an Office Management Consultant.

Office IT

1. Year-end discussions with our IT provider, SafetyNet, and renewed the contract with them for FY 2018.

TCHC

1. Attended one TCHC regular meeting (June) and prepared for another (August).
2. Coordinated three Executive Committee meetings. Prepared for two Governance Committee meetings plus prepared for and attended four Ad Hoc Committee Meetings. Also prepared for on Study Session of the Commission plus two Special meetings.
3. Meetings with Commissioners St. Amant (prior to resignation), Smits, and Haas on various issues.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing Solution Network: Chaired a meeting of the Housing Solutions Network and spent time planning the Annual Housing Summit including outreach to potential speakers.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a Bi-Monthly Board of Directors meeting. Also participated in several committee discussions a new award that will be given out to “volunteer” board members.
3. Federal Home Loan Bank of Indianapolis: Participated in several conference calls on changes to their Affordable Housing Plan and for nominations to both AHP advisory committee and overall board of directors.
4. Media: Conversations with Record-Eagle reporter and a reporter for the Ticker.
5. Attended City Commission meeting.
6. Attended several meetings with Rotary Charities staff and Board as they review the potential for investing the Rural Housing Partnership. Meeting included top management and their consultant tapped to review this “network mapping” related to this investment.
7. Attended two meetings of the Leelanau County’s Affordable Housing Committee.
8. Meeting with Traverse City Area Chamber of Commerce staff about Affordable Housing and Community Development advocacy.
9. Meeting with DDA Director (post exit announcement) about future direction of DDA.
10. Made a formal presentation to the Twilight Rotary Club this month.
11. Conversations with Goodwill Industries Executive Director about regional housing issues.
12. Meeting with Groundworks staff about potential Affordable Housing Advocacy.

13. At the request of the Mayor, met with a potential candidate for the vacant seat on our Commission.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several calls and emails with TCHC attorney, Ward Kuhn on a variety of issues. Spent several days reviewing all files and correspondence in response to discovery request – forwarding all items to attorney Dan White. Coordinated meetings with Dan White and all persons being deposed for lawsuit. Attended two full days of depositions.
2. Attended Memorial Service for Rick Michael with follow-up with the family on our plans to raised funding for memorial at new Safe Harbor facility.
3. Holiday/Vacation/Personal Time (One Vacation Day plus Independence Day Holiday).
4. “SHARED DRIVE” / “RIVERWALK”: There have been no new conversations on the shared drive but met with Riverwest Property Owners to ‘walk’ our two properties as part of the recent DDA discussions on the Riverwalk.
5. “ENGINEERING SERVICES”: Working with Alliance Architects to finalize RFQ for Engineering Services. This became a lower priority since we moved into the heart of construction season. It was suggested that firms may be too busy to reply this time of year.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

August 25, 2017

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
23	22	96%	14	64%

Program Manager Update

I have been working on recruiting new potential clients. Alisa has been very helpful in identifying potential clients during the recertification process and referring them to me to discuss FSS. Flyers were sent to everyone in the HCV program in August and we have begun to receive some response. A Program Coordinating Committee meeting has been scheduled for August 24, 2017. We have a new member of the committee that will be representing Community Mental Health.

Status of Participants

There have been two new contracts signed and one of our newer participants has received their first escrow payment. I am working with three new HCV clients that have recently attended the briefing. They will be signing contracts as soon as their housing has been secured. I have two other new participants that should be signing contracts shortly. Current participants are showing progress and are continuing to work on meeting their goals.

FSS Grant

The Notice for Funding Opportunity was released in early August. The application is due September 15, 2017.

To: Traverse City Housing Commission

From: Riverview Resident Council

Date: July/August 2017

With the Fiscal year of 2016-2017 behind us you will find in your packet the financial reports, the proposed budget and plans for the operation of the Residential Council Office budget and programs for the upcoming year. This has been a good year and we have accomplished most of our short term goals (With-in budget) and working on the long term plans to expand services to the Residents of Riverview Terrace and hope to also make services available to the Residents of Orchard View and others.

The challenges of this last year have been met including the drafting and acceptance of a legal set of By-Laws. We have had to overcome many time threats and discourse from those who would like to see the council fail, but on we march. We have extended our reach as Residents into the community and have effectively bought about change but there is a lot of work ahead.

The one thing we hope to accomplish is to work effectively with Management and the TCHC Board on the many pressing problems facing housing and financing of future housing. This will require the recognition of the Council by our Management (as they do) and the Housing Board and the City Council (as they don't) of the importance and effectiveness of the working Council of capable Residents of which we have many. This demands the inclusiveness of all parties at every opportunity.

First, again, we address the location and time of the TCHC Board meetings. As it is now attendance by our Residence and the outlying Orchard View Residents and Voucher holders is limited or zero opportunity to attend. Also we request all meetings of the TCHC be open to all excepting legal closed sessions according to the Open Meeting Act and Executive meetings preparing for board meetings.

Governance Meetings, RAB meetings or any others must be held on an Open Basis and posted as such.

Off to the new Fiscal Year and hoping to see an improvement in Public Housing opportunities both internal and external.

Sincerely, Priscilla Townsend, President RVRC.



Riverview Terrace Resident Council Agenda
Date: August 18, 2017

Call to order
Pledge of allegiance
Roll Call

Welcome all residents

Reading and approval of minutes

Treasurer Report

1. Final 2016-2017 FY Reports
2. Budget for 2017-2018
3. Report for month of July 2017
4. Discussion
5. Motion to accept end of the year records for FY 2016-2017 into permanent Financial Records
6. Discussion of plans for FY 2017-2018 Budget

Fund raising committee

Committee Reports Social Director Patty Szabo

AdHoc Committee/Construction project

Old business: By Laws completed and in the permanent records Signed Copies available in Resident Council Office.

All end of FY reports are in to the Board for acceptance.

New business TCHC Meeting for August 25, 2017 Location & Time and item of importance will be posted.

Officer comments
Resident Comments

Motion to adjourn

Next meeting:
Sept 15 Community room 1:00pm

Coffee and Cookies Thank You Priscilla, president

**Riverview Terrace Resident Council
Minutes of Meeting – June 16, 2017**

Welcome and Call to Order

Note: Flag missing due to painting of Community Room, no Pledge of Allegiance.

Roll call: all officers present – Priscilla Townsend, President; Jeffrey Turner, Vice President; Hunter Reed, Treasurer; Patty Szabo, Social Coordinator; Lois DeHart, Secretary.

Guest speaker Tony Lentych, Executive Director, discussed possible future river walk and/or bridge across to Hannah Park, followed by public comment and questions.

Norma Loper presented information about the new by-laws. Discussion and questions followed. Motion to ratify was made by Ellen Corcoran, 2nd by Deb Scheer. Vote was unanimous with 25 supporting and none dissenting.

Officer reports:

Previous minutes were presented in the agenda packet. Motion by Samir Moubarak to accept, 2nd by Deb Scheer. Motion passed.

Treasurer's Report was reviewed and approved. President Priscilla Townsend stated that new funds are being requested in the amount of \$3,000 for the upcoming fiscal year and summaries are done for HUD.

Social Coordinator: Upcoming Father's Day breakfast this Sunday, June 18. Picnic scheduled for Wednesday, June 28.

Ad Hoc & Standing Committees/Comments:

No update on construction per Ellen Corcoran.

Card will be sent to Dan Binder at Birchwood.

Resident Council office will be closed for the month of July while President is on vacation.

Motion to adjourn by Samir Moubarak, 2nd by Norma Loper.

Submitted by Lois DeHart, Secretary

Review Terrace Resident Council

01/16-2017

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
restricted Balance Forward	\$ 1,270.50	\$ 2,670.50	\$ 2,529.86	\$ 2,389.29	\$ 2,161.41	\$ 1,765.47	\$ 1,673.61	\$ 1,026.81	\$ 877.29	\$ 682.39	\$ 575.78	\$ 476.20
Income	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 325.00	\$ 140.64	\$ 140.57	\$ 227.88	\$ 395.94	\$ 91.86	\$ 646.80	\$ 149.52	\$ 194.90	\$ 106.61	\$ 99.58	\$ 476.20
SUB TOTAL	\$ 2,670.50	\$ 2,529.86	\$ 2,389.29	\$ 2,161.41	\$ 1,765.47	\$ 1,673.61	\$ 1,026.81	\$ 877.29	\$ 682.39	\$ 575.78	\$ 476.20	\$ -
restricted Balance Forward	\$ 55.78	\$ 193.86	\$ 133.65	\$ 133.65	\$ 71.25	\$ 76.64	\$ 21.75	\$ (64.91)	\$ 299.46	\$ 221.99	\$ 171.39	\$ 121.69
Income	\$ 143.08	\$ 59.00	\$ -	\$ 35.00	\$ 30.00	\$ 109.60	\$ 80.00	\$ 462.12	\$ 73.51	\$ 49.45	\$ -	\$ 240.60
Expenses	\$ 5.00	\$ 119.21	\$ -	\$ 97.40	\$ 24.61	\$ 164.49	\$ 166.66	\$ 97.75	\$ 150.98	\$ 100.05	\$ 49.70	\$ 219.90
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 193.86	\$ 133.65	\$ 133.65	\$ 71.25	\$ 76.64	\$ 21.75	\$ (64.91)	\$ 299.46	\$ 221.99	\$ 171.39	\$ 121.69	\$ 142.39
EOM TOTAL*	\$ 2,864.36	\$ 2,663.51	\$ 2,522.94	\$ 2,232.66	\$ 1,842.11	\$ 1,695.36	\$ 961.90	\$ 1,176.75	\$ 904.38	\$ 747.17	\$ 597.89	\$ 142.39

* Equals Bank Statement

Total Savings = \$ 5.00

Petty Cash = \$ 100.00

Laundry Fund = \$ 50.00

GRAND TOTAL = \$ 297.39

Riverview Terrace Resident Council

FY 2017-2018

BUDGET

INCOME	AMOUNT
Tenant Participation Fees (HUD)	\$ 1,725.00
Earned Income	\$ 325.00
Grants/Donations/Other*	\$ 1,800.00
TOTAL	\$ 3,850.00

EXPENSES	AMOUNT
OFFICE EXPENSES	
Telephone/Internet	\$ 280.00
Printing Costs	\$ 330.00
Equipment	\$ 300.00
Office Supplies	\$ 440.00
Misc./Other	\$ 150.00
SUB TOTAL	\$ 1,500.00

SOCIAL/ORGANIZING EXPENSES	
Supplies	\$ 800.00
Food	\$ 500.00
Monthly Activities	\$ 600.00
Community Room Improvements	\$ 400.00
Misc./Other	\$ 50.00
SUB TOTAL	\$ 2,350.00
TOTAL	\$ 3,850.00

Office Hours

Fall-Winter-Spring:

Monday - Friday 10:00 AM - 2:00 PM

Summer:

Tuesday - Thursday 10:00 AM - 2:00 PM

Office Duties

Work with TCHC Management
Work with TCHC Commissioners/City of Traverse City
Filing for Residents and other necessary needs (DHS, etc.)
Monitor all resident needs
Monitor all Commission activities
Monitor all social activities
Monitor all activities in community affecting residents

Social Activities

Ongoing: Wii, movies, pool, shuffle board, etc.
Meals for all residents at Christmas, Easter, Thanksgiving
2 summer outdoor picnics
12 birthday parties
Monitor all kitchen activities
Monitor all kitchen supplies
Work with office on planning

Riverview Terrace Resident Council

FY 2017-2018

	July**	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ -	\$ -	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ -	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00

Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 61.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85	\$ 80.85

EOM TOTAL*	\$ 80.85	\$ 1,805.85	\$ 1,805.85	\$ 1,805.85	\$ 1,805.85	\$ 1,805.85	\$ 1,805.85
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* Equals Bank Statement

Total Savings = \$ 5.00
Petty Cash = \$ 100.00
Laundry Fund = \$ 50.00
GRAND TOTAL = \$ 1,960.85

**The RTRC Office was closed in July



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2017 Consolidated Budget: Final Review

2018 Consolidated Budget: Review

TCHC Policy Review Schedule: Review

Executive Director Annual Review: Memorandum

TCHC Human Resources Policy & Procedures Manual: Action Required
(with Memorandum on Establishing Salary Ranges for Staff: Discussion)

TCHC Smoke Free Policy: Update

RTRC Memorandum of Understanding: Update & Memorandum

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	JUNE 2017 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$ 35,432.00	\$ 430,802.36	92.65%
Investment Interest	3,195.44	2,700.00	1,283.88	3,296.42	122.09%
Program Income: HCV	1,091,389.00	1,005,000.00	97,828.00	1,106,748.50	110.12%
Program Income: FSS	66,688.65	66,600.00	5,580.00	66,966.85	100.55%
Earned Income	134,075.71	110,584.00	6,963.38	139,035.24	125.73%
HUD Property Subsidy	263,918.00	250,000.00	27,992.00	253,023.00	101.21%
CFP / Draw on Surplus	182,486.66	199,000.00	84,396.60	92,528.08	46.50%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 259,475.86	\$ 2,092,400.45	99.69%
OPERATING EXPENSES					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 16,750.19	\$ 220,395.30	92.30%
Benefits	71,191.54	101,818.30	5,903.05	82,942.28	81.46%
Compensated Absences	5,126.29	(1,500.00)	3,333.77	3,333.77	-222.25%
Legal	5,614.12	9,500.00	2,619.00	15,742.24	165.71%
Travel / Staff Training	10,045.68	12,000.00	6,980.76	20,941.40	174.51%
Accounting / Auditing	20,495.42	22,000.00	1,099.41	20,477.92	93.08%
General Office Expenses	82,892.87	68,000.00	4,008.05	86,359.91	127.00%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$ 40,694.23	\$ 450,192.82	99.91%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ 2,238.85	\$ 9,249.64	107.87%
Cable Television	35,065.00	37,460.00	3,191.04	37,215.33	99.35%
HAP	948,943.11	965,400.00	79,756.45	974,570.52	100.95%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$ 85,186.34	\$ 1,021,035.49	100.95%
UTILITIES					
Water	\$ 16,413.25	\$ 16,500.00	\$ 315.85	\$ 14,871.90	90.13%
Electricity	125,464.02	150,000.00	9,513.49	128,456.86	85.64%
Gas	10,035.02	15,500.00	2,963.93	15,100.66	97.42%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$ 12,793.27	\$ 158,429.42	87.05%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 9,596.59	\$ 93,120.02	109.11%
Maintenance Benefits	33,937.30	48,093.00	2,360.32	30,400.02	63.21%
Materials	25,160.53	20,200.00	1,632.99	35,531.40	175.90%
Contract / CFP Costs	304,677.97	180,000.00	101,333.39	225,578.48	125.32%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$ 114,923.29	\$ 384,629.92	115.28%
GENERAL EXPENSE					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,344.72	\$ 28,633.24	93.57%
Payment in Lieu of Taxes	24,914.86	23,000.00	4,784.73	24,364.73	105.93%
Collection Losses	4,438.91	-	200.65	7,467.66	0.00%
Interest Expense / Other	34,625.21	32,000.00	32,604.61	32,604.61	101.89%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 39,934.71	\$ 93,070.24	108.73%
EXTRAORDINARY / CASUALTY	6,936.36	\$ 10,000.00	\$ -	\$ 4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 293,531.84	\$ 2,111,902.89	101.86%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ (34,055.98)	\$ (19,502.44)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (22,310.04)	\$ (170,915.39)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ (56,366.02)	\$ (190,417.83)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
OPERATING INCOME	
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.
OPERATING EXPENSES	
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.
TENANT PROGRAMS & SERVICES	
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.
UTILITIES	
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.
MAINTENANCE / BUILDING OPERATION	
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.
GENERAL EXPENSE	
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.
EXTRAORDINARY / CASUALTY*	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
PROPERTY IMPROVEMENTS/EQUIP*	
	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.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF JUNE 2017

PUBLIC HOUSING

Chemical Bank	Checking	\$	111,260.75	
4Front Credit Union	Savings	\$	6,606.45	
TC State Bank	520011210	\$	162,394.07	
TC State Bank	1051647	\$	42,447.60	
First Merit Bank	53691	\$	162,725.00	
TC State Bank	4535723359	\$	75,635.91	
Chemical Bank	ICS Acct	\$	25,240.38	
Chemical Bank	1075909	\$	17,597.30	
Chemical Bank	9426	\$	-	
First Merit Bank	4532078534	\$	26,840.55	
4Front Credit Union	CD 16525-S100	\$	31,278.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit
SUB TOTAL		\$	714,168.35	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	174,112.40	
Chase Bank	135080088317	\$	61,547.48	Escrow Account
SUB TOTAL		\$	235,659.88	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,504,225.23	

* as of June 30, 2015

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	JULY 2017 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 35,569.00	\$ 35,569.00	8.18%
Investment Interest	3,296.42	2,500.00	168.81	168.81	6.75%
Program Income: HCV	1,106,748.50	1,025,000.00	56,693.00	56,693.00	5.53%
Program Income: FSS	66,966.85	66,600.00	5,580.00	5,580.00	8.38%
Earned Income	139,035.24	122,500.00	11,330.44	11,330.44	9.25%
HUD Property Subsidy	253,023.00	250,000.00	18,914.00	18,914.00	7.57%
CFP / Draw on Surplus	92,528.08	199,000.00	4,094.95	4,094.95	2.06%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 132,350.20	\$ 132,350.20	6.30%
OPERATING EXPENSES					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 16,104.85	\$ 16,104.85	7.02%
Benefits	82,942.28	84,830.00	9,771.83	9,771.83	11.52%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	1,246.50	1,246.50	7.12%
Travel / Staff Training	20,941.40	15,000.00	1,474.99	1,474.99	9.83%
Accounting / Auditing	20,477.92	22,000.00	2,468.82	2,468.82	11.22%
General Office Expenses	86,359.91	72,500.00	7,467.80	7,467.80	10.30%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 38,534.79	\$ 38,534.79	8.76%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 278.24	\$ 278.24	3.24%
Cable Television	37,215.33	37,460.00	3,164.00	3,164.00	8.45%
HAP	974,570.52	965,400.00	82,899.00	82,899.00	8.59%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 86,341.24	\$ 86,341.24	8.54%
UTILITIES					
Water	\$ 14,871.90	\$ 16,500.00	\$ 1,645.20	\$ 1,645.20	9.97%
Electricity	128,456.86	150,000.00	7,419.80	7,419.80	4.95%
Gas	15,100.66	15,500.00	128.25	128.25	0.83%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 9,193.25	\$ 9,193.25	5.05%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 8,147.04	\$ 8,147.04	8.03%
Maintenance Benefits	30,400.02	37,870.00	4,825.10	4,825.10	12.74%
Materials	35,531.40	25,000.00	4,299.85	4,299.85	17.20%
Contract / CFP Costs	225,578.48	175,000.00	19,845.93	19,845.93	11.34%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 37,117.92	\$ 37,117.92	10.94%
GENERAL EXPENSE					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,440.72	\$ 2,440.72	7.98%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,916.67	1,916.67	8.33%
Collection Losses	7,467.66	5,000.00	-	-	0.00%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,357.39	\$ 4,357.39	4.81%
EXTRAORDINARY / CASUALTY					
	\$ 4,545.00	\$ 10,000.00	\$ -	\$ -	0.00%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 175,544.59	\$ 175,544.59	8.47%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ (43,194.39)	\$ (43,194.39)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (170,915.39)	\$ (25,000.00)	\$ (8,654.00)	\$ (8,654.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ (51,848.39)	\$ (51,848.39)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<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.
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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.
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General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
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<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
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HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
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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>	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances.
RESIDUAL RECEIPTS (DEFICIT)*	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 JULY 2017

PUBLIC HOUSING

Chemical Bank	Checking	\$	24,262.27	
4Front Credit Union	Savings	\$	6,606.45	
TC State Bank	1051647	\$	162,462.88	
TC State Bank	53691	\$	42,446.21	
Huntington Bank	1388434863	\$	162,751.74	
TC State Bank	ICS Acct	\$	75,655.18	
Chemical Bank	1075909	\$	25,246.81	
Chemical Bank	9426	\$	17,601.78	
Huntington Bank	1388405232	\$	26,838.66	
4Front Credit Union	CD 16525-S100	\$	31,278.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit

SUB TOTAL **\$ 627,292.32**

HOUSING CHOICE VOUCHER

PNC	Checking	\$	147,845.15	
Chase Bank	135080088317	\$	62,951.00	Escrow Account

SUB TOTAL **\$ 210,796.15**

OTHER

HUD Held Reserves*		\$	591,724.31	Restricted
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SUB TOTAL **\$ 591,724.31**

TOTAL Cash & Cash Equivalents **\$ 1,429,812.78**

* as of July 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws				
ACOP (Admission & Continued Occupancy Policy)	October 19, 2004	June 17, 2014	May/June 2017	June 23, 2017
ADMIN (Administrative Plan HCV)	?	September 20, 2005	TBD	
Anti-Bullying & Hostile Environment Harassment Policy	January 1, 2005	Annual	March 2016	March 25, 2016
Asset / Physical Plant Management Addendum	NEW	NA	Summer 2017	August 2017
Attendance Policy	January 22, 2016	NA	NA	January 22, 2016
Board Orientation Policy	NEW	NA	June 2017	June 23, 2017
Camera Policy	February 2013	NA	September 2017	
Capitalization Policy	NEW	NA	September 2017	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	December 2004	July 30, 2012	March 2017	March 24, 2017
Code of Conduct Policy	September 11, 1996	None	TBD	
Community Room Policy	September 28, 2012	January 11, 2013	October 2017	
Community Service Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Credit Card Policy	Unknown	Unknown	TBD	
Deceased Resident Policy	October 20, 2015	NA	NA	October 20, 2015
Disposition Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Document Retention Policy	June 25, 1985	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	March 18, 2001	July 30, 2012	January 2017	January 27, 2017
Emergency Closing Policy	Unknown	Unknown	TBD	
Emergency Transfer for Victims of Domestic Violence Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	NEW	NA	August 2017	
Family Self Sufficiency Action Plan	March 8, 1990	None	TBD	
Freedom of Information Policy	August 31, 1998	January 11, 2013	September 2016	September 23, 2016
Grievance Policy	June 16, 2015	NA	NA	June 16, 2015
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	TBD	
	Unknown	Unknown	August 2016	August 26, 2016

TCHC Policy Review Schedule

Investment Policy	June 25, 1985	Unknown	TBD	April 22, 2016
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	August 21, 2012	October 2016	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	August 2017	
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	September 2017	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	August 2017	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	November 15, 2005	April 2017	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Policy	December 19, 2006	September 18, 2012	Summer & Fall 2017	
Social Security Number Privacy Policy	January 22, 2016	NA	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	October 2017	
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Tresspass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	August 2017	
Social Media Policy	NEW	NA	August 2016	August 26, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Kay Serratelli, Vice President
SUBJECT: Second Year Performance Review – Tony Lentych

MESSAGE:

In the spring of 2017, the Traverse City Housing Commission Board elected to conduct an internal review (Commission only) of the performance of Executive Director, Tony Lentych. This coincides with the end of his second year of employment. Board discussions relative to his performance were held in closed session (at his request, in compliance with Open Meetings Act requirements), in April, July, and August 2017. Below is a summary of the outcome of those discussions. The summary is shown in a format referencing his 1st year performance review, which had been conducted by an external consultant using a comprehensive 360 degree method.

Results of first year review, agreed upon by Board in second year review, with updated Board comments as noted (*in italics*):

At what does the Executive Director excel? What are the Executive Director's strengths?

- He understands all of the tools and resources available for public housing.
- He demonstrates good leadership skills. *Two of his primary accomplishments this past year are: 1) successful management of high staff turnover, leading to a new team with skills, training, and focus; and 2) remodeling of TCHC offices for improved client service.*
- He has developed name recognition for the Housing Commission within the community.
- He is accessible and approachable.
- He has good communication skills. *In this area, the second year update/clarification is that he has good communication skills in regard to the public/external environment – community, media, other non-profit organizations, government contacts.*
- He has initiative.

What are the Executive Director's weaknesses? What can the Executive Director do to change or improve?

- Communication. *Board concerns with Executive Director's communication/Board interface; see new fourth bullet below.*

- He is too accessible to residents. *It is noted that concerns with this issue is now diminished – Executive Director’s potential for day to day distraction is relieved by utilization of staff as gatekeeper.*
- Responsiveness/follow-through. *Board concerns with Executive Director’s communication on ‘follow-through’ of certain action items; see new 4th bullet below.*
- Board Relations/ Joint Leadership Initiative – **NEW ITEM.** *After extensive discussion, Board and the Executive Director agree to work together for greater mutual clarity of expectations, priorities, and process of communication on items of importance to overall TCHC strategy and operations. Further details are outlined in Goals.*

EXECUTIVE DIRECTOR GOALS
August 25, 2017 through March 25, 2018


GOAL	ACTIVITY	DATE DUE
1.	BOARD EDUCATION ON HOUSING DEVELOPMENT: Tony to develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. <u>Note:</u> Possible Joint Session with other City Commissions/Authorities.	PLAN: September 2017 Board Meeting IMPLEMENT: December 2017*
2.	IMPROVE COMMUNICATIONS: A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	September 2017 Board Meeting
3.	DEVELOP INCENTIVE COMPENSATION PLAN: Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance ‘bubbles’ previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit
4.	COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION: Attend and complete one-week course with certification exam.	October 2017
5.	EVALUATION OF ORGANIZATION: Provide a “White Paper” to Board with thorough Evaluation of feasibility and manner of advancement of TCHC’s independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	March 2018 Board Meeting*
6.	NEW BOARD MEMBER ORIENTATION POLICY/PROCESS: Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting

*Subject to Change/Adjustment by Commission

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Human Resources Policies & Procedures Manual

MESSAGE:

Attached is the “final” draft of a proposed Human Resources Policies & Procedures Manual. This document has been prepared with assistance and review of the City of Traverse City’s Human Resources staff persons. The goal of utilizing the City staff was to update our previous manual according the current laws and regulations, plus to bring our policies and procedures more in line, where ever possible, with the policies and procedures of the City. Additionally, we have incorporated the feedback received during a Study Session in July, 2017 on this document.

Please note that Commissioner Serratelli has reviewed the document many times and made several comments and suggestions that have also been incorporated in the document. Our Governance Committee has also reviewed the proposed changes and approved everything to date.

The final document will have a different table of contents as we make final adjustments for the purposes of pagination and readability only.

ATTACHMENTS: Final Draft HR Policies & Procedures

TRAVERSE CITY HOUSING COMMISSION
DRAFT PERSONNEL POLICY & PROCEEDURE MANUAL

TABLE OF CONTENTS

Introduction..... Page 1

SECTION

1. Basic Policies Page 5

- A. Recruitment and Preferences
- B. Pre-Employment Physical Examinations
- C. Training and Supervision
- D. Motor Vehicle Report
- E. Newly Hired Employee Orientation
- F. Employment At-Will
- G. Drug Testing / Reasonable Suspicion
- H. Merit System
- I. Equal Employment Opportunity, Persons with Disabilities and Sexual Harassment
- J. Politics
- K. Nepotism
- L. Anti-Fraternization
- M. Authority to Affect Personnel Actions
- N. Authority to Establish Procedures
- O. Resident Employment

2. Organization Page 13

- A. Organization Plan
- B. Employment Status Categories
- C. Probationary Period Requirements
- D. Recommended Public Housing Management Certification and Other Certification
- E. Position Descriptions
- F. Succession Policy

3. Compensation Page 17

- A. Determination of Salary or Wages
- B. Salary Ranges
- C. Pay Period
- D. Changes in Compensation
- E. Employee Pay Deductions

4. Changes of Employment Status Page 19

- A. Promotions
- B. Demotions
- C. Transfers
- D. Suspensions

5. Termination of Employment	Page 20
<ul style="list-style-type: none"> A. Dismissals B. Resignations C. Termination Pay D. Reduction in Force E. Incapacity F. Final Paycheck G. Letter of Service 	
6. Work Hours and Record Keeping	Page 22
<ul style="list-style-type: none"> A. Work-week B. Work-day C. Office/Shop Operating Hours D. "On-Call Duty" E. Lunch Period F. Rest Periods G. Release Time for Employee's Functions H. Time and Attendance Records I. Compensatory Time J. Overtime K. Child Labor L. Change of Address 	
7. Absence from Work	Page 27
<ul style="list-style-type: none"> A. Unauthorized Absence B. Holidays C. Annual (Vacation) Leave D. Sick Leave E. Maternity Leave F. Paternity Leave G. Bereavement Leave H. Administrative Leave I. Jury Duty or Court Leave J. Voting Leave K. Doctor's Appointments L. Injury Leave M. Military Leave N. Personal Leave Without Pay 	
8. Health and Safety	Page 36
<ul style="list-style-type: none"> A. Working Conditions B. Safety Pointers C. Accidents D. Occupational Disability E. Vehicular Accidents 	
9. Employee Conduct and Discipline	Page 38
<ul style="list-style-type: none"> A. Attendance B. Appropriate Appearance C. Work Standards 	

- D. Violence in the Workplace
- E. Disruption in the Workplace
- F. Inspections
- G. Internet and Electronic Mail
- H. Social Media Policy
- I. Use of Cell Phones While Driving
- J. Personnel Problems
- K. Solicitation
- L. Conflict of Interest
- M. Outside Employment
- N. Community or Other Service Positions
- O. Outside Interests and Business Activities
- P. Membership of Employees in a Labor Union or Other Employee Organization
- Q. Grounds for Discipline
- R. Types of Discipline

10. Voluntary Grievance Procedure Page 47

- A. Purpose
- B. Procedures

11. Travel Policy Page 51

- A. Purpose
- B. Authority to Travel
- C. Travel Advances and/or Reimbursements
- D. Miscellaneous Expenses
- E. Non-Allowable Expenses

12. Other Items Page 53

- A. Reinstatement
- B. Employee Benefit Programs
- C. Social Security
- D. Record of Employment
- E. Employee Relations
- F. Additional Income Payments and Presents
- G. Entertainment Expenses
- H. Administration of the Personnel Policy
- I. Amendment(s) to Personnel Policy
- J. Continuing Education
- K. Training
- L. Use of TCHC's Vehicles and Equipment
- M. Driver Evaluation Program
- N. Identification Cards/Health Insurance Cards

Appendix A: Family and Medical Leave Policy

Appendix B: EEO/AA Policy

Appendix C: Section 3 Plan


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Kay Serratelli, Commissioner, and Tony Lentych, Executive Director 

SUBJECT: Procedures to Establish TCHC Salary Ranges

MESSAGE:

This memorandum establishes the proposed steps for conducting Market Comparability Analysis for Salaries of TCHC Staff, as outlined in the new Personnel Policy. It is the goal of staff to conduct the necessary research to establish the salary ranges before the end of this calendar year. In this document, the TCHC Commissioner responsibilities are highlighted in "yellow".

STEP ONE: Establish the Philosophy.

Commissioners to determine overall philosophical goal of positioning TCHC salary ranges relative to overall market:

- At or Above or Below Market Median? If so, how much, and why?
- Could be 'Above' Market Median by some amount, when compared to similar departments and organizations. This is due to a desire for robust programs and activities in TCHC, done in a high cost area which requires extra effort to attract and retain quality talent.
- Need flexibility to address "big city problems in a small town."

STEP TWO: Establish List of Market Comparators.

Determine the list of Market Comparators to be sought for the two Job markets:

- Local Market jobs (all staff, including ED)
- Executive Director (above list, plus expansion to appropriate comparators in region/nation?)
- Determine if there are already existing comparability studies in the area which could be utilized.

Determine desired mix of comparators:

- Other PHA's of similar size and composition (Public Housing, HCV, etc.), in relatively close geographical proximity.

- Other Government Entities in greater TC local market area
- Private Employers as appropriate/possible? (Munson, etc.)
- Specifically, for Executive Director position: Set criteria for comparison (size and composition of PHA; geographical area to be considered;
- Type of community to compare (e.g., resort areas)

LOCAL MARKET – All staff jobs including Executive Director. From a list similar to this, we would extract data:

Comparable PHA's in Michigan:

1. Cadillac, MI PHA
2. Marquette, MI PHA
3. S. St. Marie, MI PHA
4. Muskegon, MI PHA
5. Manistee, MI PHA

Comparable staff positions within:

1. City of Traverse City
2. Grand Traverse County
3. T.C. Downtown Development Authority
4. Commission on Aging – GT County (ED Only)
5. Commission on Aging – Leelanau County (ED Only)

EXPANDED MARKET – Extra Comparators specific to Executive Director position only.

To be Determined: This step to be done as necessary, but could include peer Cities on a National or Regional Basis, such as Resort Communities (Example: Door County, WI).

TCHC Board to approve the final list of Market Comparables prior to the research commencing.

STEP THREE: Prepare Job Summaries.

Using existing Job Descriptions, prepare a short (2-3 sentence) summary of each position to be covered in the Market Study. The Point of this exercise is to ensure, to greatest degree possible, that the study captures data on Job Match/Duties, not simply Job Title.

STEP FOUR: Develop Survey Instrument.

Develop a Survey instrument outlining information and data being sought, and Including Job Summaries (above).

Final version of Survey Instrument should be reviewed/approved either by full TCHC Board or an Ad Hoc Committee.

STEP FIVE: Data Collection

Using a consistent Survey instrument, contact each desired Market Comparator to solicit desired data. Document their contact information (name, organization, etc.). Assure that their participation includes our reciprocity, by sharing complete survey results with participants.

Publicly-available information from HUD database may also be used.

STEP SIX: Data Analysis

The following steps will be taken to analyze the data collected:

1. Calculate averages of survey responses (the base pay reported for each position).
2. Eliminate any 'outside high' or 'outside low' as needed. Assuming that job duties match appropriately, the resulting Market Averages would serve as the Market Midpoint for each position.
3. Compare results of this step (Average Salary of Market Midpoint) with priorities established in Step One, the desired position within the Market for TCHC:
 - If desire to be consistent with Market Median:
 - ✓ Set the mathematical average salaries from study as Market Midpoint, with a 95%-105% range.
 - If desire to be higher than Market Median:
 - ✓ Increase the Market Median by desired amount (ex., 10%), to the Desired Market Midpoint for TCHC. Then take 95%-105% range.

STEP SEVEN: Publish Results and Seek Approval

Commissioners should discuss and approve a resolution after reviewing the data that establishes the resulting Salary Ranges. The Executive Director would then administer the staff salaries within the range as outlined in Personnel Policy and at a time deemed appropriate by the Executive Director (e.g., annual employee reviews). Commissioners would administer the Executive Director's salary as appropriate.

STEP EIGHT: Follow-up

Repeat above process as necessary but the goal will be to conduct the research approximately every three (3) years. With appropriate rationale, the research can be conducted either earlier or later than three (3) years as may be deemed necessary by TCHC Commissioners.

OTHER NOTES:

1. Newly-hired staff may be exempt from this process of TCHC Salary Ranges at time of hire, if so dictated by grant funding; but will be integrated into this system at the appropriate time.
2. The Market Survey / Comparables exercise for the Executive Director position should be done in conjunction with the contract negotiations and execution.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 8, 2017

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director & Priscilla Townsend, President RTRC

SUBJECT: Riverview Terrace Resident Council Funding

MESSAGE:

After reviewing the files for the Riverview Terrace Resident Council (RTRC) fiscal year ended June 30, 2017. I have determined that the RTRC has managed and tracked its allocation of tenant participation funds in a more than adequate manner and I am recommending the release of the funds for this fiscal year.

FY 2017: All funding was reported to the Commission on a monthly basis. We were provided direct access to the official bank statements and no expenditures were outside of their proposed budget throughout the year. Also, it should be noted that the RTRC reported to all residents on a monthly basis and these reports segregated tenant participation funds from all other funds received whether earned or unearned (program income vs. donations/gifts). Commissioner Serratelli also reviewed the year-end documents submitted to the office and staff worked to answer her questions.

FY 2018: The RTRC has submitted an appropriate budget for this fiscal year. Nothing on this budget would be considered outside the normal allowable activities for a resident council utilizing tenant participation funds. Staff is working with RTRC leadership to transfer budget items to an excel spread sheet that will allow more tracking activities to be recorded which should improve monthly reporting. All other reporting and recording activities will continue as previously submitted. It should also be noted that the RTRC remains a 501(c)(3) in good standing with both the state and the federal government.

By signing this document, the TCHC and RTRC agree to continue the appropriate recording and reporting requirements for all tenant participation funds allocated for Riverview Terrace in Fiscal Year 2018.



Priscilla Townsend, President, RTRC

8-8-2017
Date



Tony Lentych, Executive Director, TCHC

8-8-2017
Date



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Resolution to Change Authorized Check Signers: Action Required

Selection of TCHC Auditor: Action Required

Resolution to Adopt Hostile Environment/Harassment Policy: Action Required

Resolution to Adopt 2017 Utility Allowances: Action Required


Request to HUD for a HCV exception payment standard of 120%: Action Required

Resolution to Adopt Emergency Transfer of Victims of Domestic Violence: Action Required

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Change Authorized Signers on All Checking Accounts

MESSAGE:

As a result of the recent TCHC Officer elections, we need to make some adjustments to our list of authorized signers on our checking accounts. We maintain four (4) authorized signers with one (1) authorized signer being designated for emergency purposes only via internal controls. Our list of authorized signers has been adjusted taking into account our recent elections.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO CHANGE AUTHORIZED SIGNERS ON ALL CHECKING ACCOUNTS

August 25, 2017

WHEREAS, recent changes in staffing and in the composition of the Commission itself requires the Traverse City Housing Commission (TCHC) to update its list of Authorized Signers on all of its checking accounts; and

WHEREAS, a list of Authorized Signers was prepared for and submitted to the Executive Committee for review; 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 acknowledges that the Authorized Signers on all Checking Accounts shall be as follows:

1. Anthony Lentych, Executive Director
2. Andy Smits, President
3. Kay Serratelli, Vice President
4. Angela Szabo, Intake/FSS Program Coordinator (Emergency Signer Only)

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Audit Services – Bid Review

MESSAGE:

Our three-year contract with Smith & Klackiewicz, PC for Audit Services has expired with the publication of the fiscal year 2016 audit. This spring and early summer, staff planned a process to seek proposals for this service. This process followed the established steps outlined in our Procurement Policy:

The project was advertised in the Record Eagle on June 13, 2017 and on our website. Additionally, staff reached out to the following firms and forwarded to each the entire Request for Proposal package:

- Smith & Klackiewicz, PC
- Hawkins Ash Certified Public Accountants
- Maner Corterisan Certified Public Accountants

Final proposals were due in the TCHC Offices at 4:00 P.M. on July 17, 2017 and only one proposal was received.

Result:

- Smith & Klackiewicz, PC = \$6,000.00 per year for fiscal years 2017 and 2018 and \$6,100.00 for fiscal year 2019

Attached to this memorandum, you will find the entire proposal from Smith & Klackiewicz, PC for your review. Per our procurement policy, single bid proposals cannot be accepted without Commission approval and only with confidence that the cost estimate is appropriate. It should be noted that the increase of this proposal over fiscal year 2016, the last year of the previous contract, represents a **3% increase**. The cost of the fiscal year 2019 audit represents a 5% increase over fiscal year 2016 costs. Based upon the review of the proposal, the reasonable increase in costs, and satisfaction with previous work product, staff recommends the selection of Smith & Klackiewicz, PC to continue as the TCHC auditing firm for the next three fiscal years.

ATTACHMENTS: Proposal and Affidavit of Publication

TRAVERSE CITY HOUSING COMMISSION

Proposal to Provide Professional Audit Services

For the Fiscal Years Ending
June 30, 2017 through 2019

Smith & Klaczekiewicz, PC
Certified Public Accountants
PO Box 6688
Saginaw, MI 48608-6688

Contact Person:

Robert Klaczekiewicz, CPA
Partner
(989) 751-3064

July 17, 2017

TABLE OF CONTENTS

	<u>Page</u>
Letter of Transmittal	
Technical Proposal	
Company description	1-3
Resumes	4-5
Client references	6
Reference standards	7-10
Audit questionnaire	11
Fee schedule	12
Attachment A:	
Peer Review Report	



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

July 17, 2017

Tony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Mr. Lentych,

We are pleased to submit our proposal to provide professional audit services to the ***Traverse City Housing Commission***. We are confident you will find that we are fully qualified to perform the desired services and that our fees will prove us to be the Housing Commission's most fiscally responsible choice for audit services.

We understand that the Housing Commission requires an audit of its financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States and *U.S. Department of Housing and Urban Development* requirements for annual audits of Public Housing Agencies and the provisions of the *2 CFR 200*.

Our experience as auditors of Public Housing Agencies and other governmental entities allows us to bring the knowledge and expertise necessary to deliver quality services to the ***Traverse City Housing Commission***. Our *desire* to ensure that you and your staff are completely satisfied with all aspects of the services we provide will prove that no other firm can match the level of service that we deliver.

Thank you for considering **Smith & Klacziewicz, PC** as the independent auditors for the ***Traverse City Housing Commission***. We welcome the opportunity to answer any questions you may have regarding the accompanying proposal.

The person signing this proposal is entitled to represent **Smith & Klacziewicz, PC**, empowered to submit the bid and authorized to sign a contract with the ***Traverse City Housing Commission***.

Sincerely,

Robert Klacziewicz, CPA
Smith & Klacziewicz, PC

COMPANY DESCRIPTION

Smith & Klaczkiwicz, PC is a veteran-owned CPA firm located in Saginaw, Michigan. The firm was founded by partners Thomas J. Smith, CPA and Robert R. Klaczkiwicz, CPA and is currently staffed by its founding partners.

In order to maintain the technical expertise necessary to provide only the highest level of quality services to our clients, our firm's focus is committed exclusively to providing audit and accounting services to governments and non-profit organizations. We have been providing audit and consulting services to Public Housing Agencies other governmental entities for more than 20 years. We gained most of this experience while working for a large regional CPA firm. We are passionately committed to providing consistent and affordable, value-added services to our clients. The foundation of our services is built upon a genuine concern for our clients' success and is supported by our commitment to providing quality, consistent and affordable services in accordance with all applicable professional standards.

Success in today's municipal environment requires entities like the *Traverse City Housing Commission* to continue to provide services with fewer resources, while complying with seemingly endless requirements from grantors and oversight agencies. These entities often experience additional and unnecessary frustration when interacting with their auditors. The frustrations stem from the inconsistency of having different individual auditors assigned to the engagement, "valueless" results from the auditor's procedures and increasing costs passed along to them in order to maintain acceptable profit levels demanded by many of the CPA firms that provide these types of services.

The owners of **Smith & Klaczkiwicz, PC** are committed to delivering only the highest quality service to our clients. Our *experience* allows us to know what to expect in audit engagements and gives us the ability to successfully address audit-related situations that your organization will encounter. Our *audit approach* requires that we gain an intimate knowledge of each of your systems and procedures so that we are able to respond to your own unique challenges. Our *business model* provides us the freedom to spend additional time with your organization because we are not limited by the politics and "profit at any cost" mentality of many of our competitors.

Our philosophy regarding acceptance of new clients precludes us from agreeing to perform any services that we are not fully qualified to perform or that we do not anticipate to be able to devote sufficient time to. With **Smith & Klaczkiwicz, PC** you can rest assured that we will not over commit our professionals, which could lead to errors or delays that would place an undue burden on your staff.

Since we are a small CPA firm, our organizational chart is simple yet highly effective and quite beneficial to the clients that we serve. Our clients appreciate the consistent staffing on their engagements and are grateful that they never have to be concerned about staff turnover. The anxiety that can develop from worrying about who will perform the audit and having to "retrain" new auditors from year to year is eliminated.

Smith & Klaczkiewicz, PC has developed a peer alliance with other CPA firms that are located in Saginaw and Grand Rapids. As a member of this alliance, we are able to collaborate with other seasoned professionals on various technical matters and share ideas about how to improve services to our clients. We meet regularly with the other firms in the alliance to share resources and have assisted and utilized the assistance of the other member firms to perform audits of organizations that required specialized expertise. Membership in this alliance greatly increases the “depth” of our firm and allows us to continue to operate as a small firm while having the resources of a larger firm, in the form of access to others with governmental audit experience. No portions of the audit engagement for the *Traverse City Housing Commission* will be subcontracted to another CPA firm. We will however, utilize all of the resources available to us to ensure that your audit engagement is performed in an effective and efficient manner and that we deliver to you all of the benefits you should expect from your audit firm.

We have read the promises made in other CPA firms’ proposals and have often heard from their clients that the promises that were made were not delivered. The owners of **Smith & Klaczkiewicz, PC** are committed to following through with the statements made in the accompanying proposal and if the *Traverse City Housing Commission* selects our firm as your independent auditors, we will do whatever is necessary to live up to the promises that we make in this proposal –

- Quality audit service with partners that maintain a knowledge base of existing and proposed audit standards.
- Our commitment that we will keep you informed of all new pronouncements that are expected to impact your organization and a “plain-english” explanation of what those impacts will be.
- Consistent staffing with experienced individuals.

The audit of the *Traverse City Housing Commission* will be staffed on a full time basis by the engagement partner Robert Klaczkiewicz, with the concurring partner being Thomas Smith. Both partners involved in your engagement are licensed Certified Public Accountants (CPA) and have the required certification and continuing professional education to perform the audit engagement in accordance with generally accepted auditing standards and *Governmental Auditing Standards*.

Engagement partner – (Robert Klaczkiewicz) The engagement partner is responsible for the overall audit engagement and is the liaison between the Housing Commission and our firm. The engagement partner is responsible for the planning aspect of the engagement, acts as the auditor in charge of fieldwork and is primarily responsible for concluding the necessary audit procedures and issuing and preparing the appropriate reports and forms in the manner and time requirements set forth in the proposal and by the management of the *Traverse City Housing Commission*.

Concurring partner – (*Thomas Smith*) The concurring partner will assist the engagement partner in the concluding procedures portion of the engagement. At the completion of the audit, the financial statements and footnotes will undergo a technical review whereby the concurring partner will ensure that the necessary disclosures are included and that the financial statements and footnotes are properly presented in the required manner.

Our system of internal quality control requires that all audit engagements are reviewed by an engagement partner and a concurring partner and that all procedures and financial statements are approved prior to issuance. Through this review process, we are able to assure our clients that their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence available.

RESUMES

Robert R Klaczekiewicz, CPA

Robert Klaczekiewicz graduated from *Northwood University* with a Bachelor of Business Administration, Accounting degree in 2001 and passed the uniform certified public accounting exam on his first attempt. Robert Klaczekiewicz has been auditing governmental entities for more than 15 years. Robert has been the lead auditor for several public housing agencies and other governmental organizations. More than one-half of these audits were conducted in accordance with OMB Circular A-133 / Uniform Guidance.

Prior to the formation of **Smith & Klaczekiewicz, PC**, Robert was employed at a Community Mental Health Authority, where he was a Manager in the Finance Department. Robert assisted the Authority with grant reporting and helped to coordinate efforts related to the Authority's annual financial audit. Robert was also instrumental in preparing the Authority for compliance audit requirements that were newly implemented by State of Michigan Department of Community Health in 2007.

While employed at the Community Mental Health Authority, Robert was responsible for establishing all financial-related policies and procedures for the *Shelter Plus Care* program, including creation of general accounts to ensure accurate accounting and reporting of grant-funded activities.

As an employee of a municipal authority he was responsible for preparing for, and dealing with, auditors during a recent audit of their own financial statements. How will this experience benefit the ***Traverse City Housing Commission***? Robert has gained an understanding and first hand knowledge of what it is like to be audited. He is able to empathize with you about the amount time that it takes to prepare for an audit and the burden that an audit can place on an already strenuous workload. He will use his experience to reduce interruptions that can be caused by an audit and will implement planning and fieldwork procedures that will utilize the least amount of time from you, while ensuring that the ***Traverse City Housing Commission*** receives the highest level of assurance regarding the audit of its financial statements.

Robert is a member of the MACPA and the AICPA and also served on the board and finance committee of Child and Family Services and was treasurer for the Can-Amara Games, Inc. Robert has also been a presenter at various conferences sponsored by the Upper Peninsula Housing Officers (UPHO) and the Michigan Housing Directors Association (MHDA).

Thomas J Smith, CPA

Thomas Smith graduated from *Saginaw Valley State University* with a Bachelor of Business Administration, Accounting degree in 1994 and worked as an accounting intern at the *City of Saginaw* during his education. Thomas Smith has been auditing governmental entities since January 1995. In that time, he was the lead auditor for over 60 different governmental and non-profit organizations. For more than 22 years Thomas managed the audits of many medium to large-size governmental entities, trained and mentored fellow associates and maintained and developed professional relationships with key client personnel.

Thomas is the firm's professional education and reference library coordinator and is responsible for maintaining current publications in the library and ensuring that all firm employees maintain a current knowledge base of all applicable professional standards and regulations. The firm's library is equipped with current GASB pronouncements, OMB Circulars (including 2 CFR 200), *Bulletin for Audits of Local Units of Government* and regulations from various State and Federal Agencies that provide funding to local units of government in Michigan. All firm personnel are required to re-familiarize themselves with professional standards and rules and regulations that are uniquely applicable to each client prior to beginning planning or fieldwork for any audit engagement. Our firm's policies and procedures related to continuing professional education will ensure that the audit of the ***Traverse City Housing Commission*** will be conducted efficiently and in accordance with all applicable standards and rules and regulations.

Thomas served on a CPA exam standards committee for the AICPA that was an integral part of the process in developing the current format of the CPA exam. Thomas has been a presenter at several training seminars, including seminars sponsored by the County Road Association of Michigan, Health Department Finance Personnel Association, Michigan Association of Certified Public Accountants and several other events.

Our firm's professionals are required to attend at least 40 hours of continuing professional education annually. We are also required and have completed a minimum of 24 hours (every two years) of continuing education and training in subjects directly related to the governmental environment and to the audit requirements for governmental engagements. Along with these 24 hours, both Thomas and Robert attend 8 hours every two years of continuing education and training tailored directly to HUD programs.

Along with serving as members of various non-profit boards of directors and finance committees, both Thomas and Robert are members of the MACPA and the AICPA. Our firm subscribes to the L-Soft list server for semi-annual reports and the IGREPORT L-list through the Department of Housing and Urban Development and receives HUD updates as they become available.

CLIENT REFERENCES

Our experience has taught us that one of the most common complaints of audit clients is that the individuals assigned to perform the audit is not consistent from year to year. This situation is certainly prevalent among many of our main competitors and is a true frustration to the organizations that they serve. All too often, organizations are promised consistent, experienced staffing by their CPA firm, only to be forced into “retraining” their auditors every year because of turnover and other factors that exist in other firms. We understand these frustrations and are optimally positioned to be able to fulfill the promise of not removing any member of your audit team for the duration of the engagement period unless we receive written permission directing us to do so from the *Traverse City Housing Commission*.

Our experience in providing the proposed services is impressive. Along with Robert being previously employed at a CMH, we have audited many local units of government similar to that of the *Traverse City Housing Commission*. Per the request for proposals, we have listed 3 organizations that will confirm our level of service. If a more, complete list of our current audit clients, please let us know and we will be more than pleased to provide one.

Name: **Sault Ste. Marie Housing Commission**
Telephone: (906) 635-5841
Point of Contact: Linda Laford

Name: **Big Rapids Housing Commission**
Telephone: (231) 796-8689
Point of Contact: Mark Sochocki

Name: **Ann Arbor Housing Commission**
Telephone: (734) 794-6720
Point of Contact: Jennifer Hall

REFERENCE STANDARDS

We understand that the *Traverse City Housing Commission* requires an audit of its financial statements for the years ending June 30, 2017 through 2019 and the electronic submission through REAC. We further understand that the audit must be performed in accordance with all applicable laws, regulations, contracts and policies in effect at the time of the audits, including but not limited to the following:

- **Generally Accepted Auditing Standards** – these are the auditing standards, developed by the AICPA, consisting of general standards, standards of fieldwork, and standards of reporting, along with interpretations.
- **United States General Accountability Office “Government Auditing Standards”** - these standards generally contain requirements and guidance for dealing with ethics, independence, auditors’ professional competence and judgment, quality control, the performance of fieldwork, and reporting.
- **United States Office of Management and Budget “Audits of State and Local Governments”** – this circular generally sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards.

We will complete our audit engagement in three phases: preliminary fieldwork (planning), year-end fieldwork, and document completion, review, and issuance. As a practice aid we will be using Practitioners Publishing Company’s (PPC) Guide to Audits of Local Governments, which is the industry standard for governmental audit engagements. The standard system for quality control and related audit programs will be customized for your engagement based on our risk assessments and the scope of the audit engagement. The details of each phase of the engagements are discussed below.

Planning – We will conduct an initial planning meeting with your staff. During this meeting; we will identify the information needed for the audit, and identify any issues which will require special attention during the audit process.

Shortly after our planning meeting we will gather information necessary to develop the preliminary plan for your audit, identify accounts requiring confirmations, and document and test your system of internal control. The documentation and testing of your system of internal control will include review of your systems documentation, control system walkthroughs, and testing of controls (as necessary).

During the planning phase of each engagement we will analyze current year operations to date, review board minutes, inquire of staff and board members, review audit guides and compliance supplements (as necessary), and discuss expectations and issues with management. This process will provide us with a base for our preliminary audit risk assessment. This process will include the preparation of various checklists and memorandums by your staff. We will meet with your staff following our preliminary fieldwork and summarize the results of our preliminary planning activities.

Year-end Fieldwork – At the start of fieldwork, we will obtain from the ***Livonia Housing Commission***, the trial balance and the unaudited Financial Data Schedules. From the trial balance and Financial Data Schedules we will prepare lead schedules and audit workpapers. We will utilize these documents to conduct our audit. Our understanding of your process and our expertise in using technology will significantly enhance the efficiency and effectiveness of the entire audit process.

Once we receive your trial balance and Financial Data Schedules and prepare the draft financial statements and schedule of expenditures of federal awards, we will analytically review the draft financial statements, and document our assessment of audit risk. Giving consideration to all of the information gathered during the other planning procedures, we will:

- Identify the significant audit areas and the procedures to be performed in each audit area.
- Modify our standard audit programs to correlate with our risk assessments.
- Quantify materiality by opinion unit.
- Determine major federal programs for single audit.
- Finish all quality control planning documents.
- Meet with your staff to discuss the procedures to be performed.

Our understanding of your systems of internal control and your draft financial statements and schedules serve as the foundation for our internal control, account balance, and compliance testing. We may utilize statistical sampling models based on the size and nature of the population being tested. Our use of sampling will be based on our risk assessments, auditing standards, compliance requirements, and professional judgment.

We will also request and utilize your transaction level account information to provide significant efficiencies for both our firm and your organization during the audit process. These efficiencies will be generated from our ability to analyze all transactions making up each account balance and ultimately all activity within a financial statement caption utilizing electronic format information and various tools and models. We will utilize Excel and various models developed within Excel to select samples, review transactions for unusual activity, reconcile revenues and expenditures associated with the financial statements, provide your staff with detailed listings of transactions requiring substantiation and various other activities utilizing this very detailed information. We may also utilize various other software products to extract and analyze the transaction and summary level data.

A typical financial audit would involve applying substantive procedures to the balance sheet captions such as cash and cash equivalents, receivables, capital assets, accounts payable, and other liabilities. Revenues may be tested through reconciliation to supporting documents, recalculation based on rates, production, and/or other units of measure, confirmations, reconciliation of federal financial assistance to the general ledger, predictive tests, as well as analytically. Expenses may be tested substantively and/or using an analytical analysis such as comparison of budget, actual and prior year balances using quantified materiality as a measurement tool. Our testing will generate various inquiries, which will be directed to the appropriate staff, whose responses we may then corroborate.

At the completion of fieldwork we will meet with the appropriate administrative staff and discuss the results of our fieldwork, review any necessary modifications to the financial statements, and identify any potential management letter comments and findings.

Documentation Completion, review, and issuance – When the Management’s Discussion and Analysis (MD&A) and supplementary information are available we will complete our procedures. These procedures will include principally inquiries of management regarding the methods of measurement and presentation of the required supplementary and any statistical information to be included in the audit reports. As procedures are completed, the workpapers and audit quality control documents will be reviewed as part of our internal system of quality control. All comments and issues generated by these reviews will be resolved in the field.

With the audit workpapers and quality control documents completed and reviewed by the engagement and concurring partner, we will focus our efforts on assuring that an accurate report in accordance with generally accepted accounting principles is issued. At this point the financial statements and other reports will be reviewed for format, presentation, and compliance with all applicable professional guidance and technical pronouncements by the engagement partner and the concurring partner.

Through the review process, we are able to assure our clients that their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence available.

At the completion of our review of your reports, we will provide you with draft copies of the financial statements, accompanying footnotes and other communications. We will discuss our documents and identify any changes or corrections that need to be made to the entire reports before leaving your offices. After incorporating your input, we will finalize, reproduce, assemble and deliver the audit reports.

We will create the audit report into PDF’s for the *Traverse City Housing Commission’s* relevant financial information in the proper format so that they may be uploaded to the United States Department of Housing and Urban Development Real Estate Assessment Center online system (REAC). After the Housing Commission has completed the upload process, we will perform our Agreed-Upon Procedures portion of the engagement through REAC. **Smith & Klaczkiwicz, PC** has an active UII number and ID and is very familiar with this process.

We will also complete the *Auditing Procedures Report* required by the State of Michigan and the *Data Collection Form* required by the Federal Audit Clearinghouse and will upload them, along with your financial statements and management letter (as applicable), to the appropriate agencies, as required laws and regulations pertaining to these matters.

We do not anticipate this occurring but if our audit is judged unacceptable by the state, a cognizant agency, or any other government agency, we will do whatever is necessary to satisfy the agency which rejected the audit at no extra cost to the Housing Commission.

AUDIT QUESTIONNAIRE

1. Has your firm conducted HUD Specific-Annual Audits in the past?

Yes, **Smith & Klaczkiewicz, PC** has conducted HUD specific annual audits in the past.

2. If yes, how many and over what period of time.

Smith & Klaczkiewicz, PC was formed in 2008. Our firm currently provides audit services to over 25 different Housing Commissions within the State of Michigan.

3. Will you send a certified CPA to complete the audit? If not, who will be on site to conduct the audit? How many on-site days do you anticipate?

Yes, the audit of the Housing Commission will be performed by Robert R. Klaczkiewicz, CPA and Thomas J. Smith, CPA. We anticipate being on-site for 2-3 days to conduct the audit.

4. How many personnel will work on this audit?

The firm's two (2) Partners will perform the audit of the Housing Commission.

5. How many days (total) do you anticipate an audit of 136 Public Housing Units, 208 Housing Choice Vouchers to take?

We anticipate 1 day of planning in our office, 2-3 days of fieldwork at the Housing Commission and an additional 1-2 days of completion procedures in our office.

6. What is the most common finding when reviewing files for PHAs?

Our experience has identified that the most common finding when reviewing files for PHAs is that the tenant files do not contain the necessary forms as required by HUD.

7. Please provide a copy of your latest Peer review.

Included as attachment A.

FEE SCHEDULE

Our not-to-exceed fees, including out-of pocket expenses for the audit services outlined in the request for proposal, for the years ending June 30, 2017 through 2019 is as follows:

	2017	2018	2019
Audit fee, including electronic filing to HUD's FASS module	\$ 6,000	\$ 6,000	\$ 6,100

The above fee is inclusive of all travel and report production costs and are based on the fact that the accounting records of the *Traverse City Housing Commission* will be in a condition acceptable for audit (Bank accounts in balance, accounts receivable and accounts payable account details have been properly prepared and maintained, etc.). If you require an on-site presentation of the audit results to the Board, an addition charge of \$500 will be assessed. If A phone or Skype presentations to the Board is sufficient, there would be no additional charge.

We encourage regular contact with our clients during the year and are always available for any technical assistance you may have. This technical assistance will be provided at no cost to the *Traverse City Housing Commission* unless we incur significant time to research and respond to your request (generally more than one hour). Technical assistance that requires more than one hour for research and response will be invoiced at our standard hourly rate of \$85 per hour. In any event, we will inform you in advance if we believe that a particular service will require an additional fee.

As is common among all organizations, you want an efficient and cost-effective audit approach. In striving for efficiencies, however, we both agree that our approach cannot omit necessary audit procedures or sacrifice ongoing communication and responsiveness. Therefore, our goal in working with you is to ensure a high-quality audit with no surprises.

We believe the audit should also be more than simply a historical compliance activity – it should provide ideas and suggestion to improve accounting procedures and internal controls and include discussions with you to review you financial statements and what they should be telling you. Our approach is to deliver an efficient and effective audit by balancing risk, value and cost.

SYSTEM REVIEW REPORT

October 23, 2015

To the shareholders of Smith & Klackiewicz, PC
and the Peer Review Committee of the Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Smith & Klackiewicz, PC (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

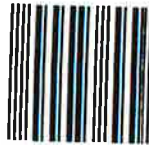
In our opinion, the system of quality control for the accounting and auditing practice of Smith & Klackiewicz, PC in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith & Klackiewicz, PC has received a peer review rating of *pass*.



Ringo & Associates, PC



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Smith & Klackiewicz, PC
PO Box 6688
Saginaw, MI 48608-6688

Traverse City Housing Commission
Attn: Tony Lentych
Executive Director
AUDIT PROPOSAL
150 Pine Street
Traverse City, MI 49684

07-10-17 A11:06 RCVD

8464

T.C. Housing Commission



AFFIDAVIT OF PUBLICATION

LEGAL NOTICE REQUEST FOR BIDS

The Traverse City Housing Commission (TCHC) will accept bids for a three year contract to provide HUD-specific annual audit services. Interested parties may obtain an RFB Packet at the Traverse City Housing Commission (TCHC) Offices located at 150 Pine Street, Traverse City, MI. Monday through Thursday from 8:00 AM to 4:30 PM and Friday from 8:00 AM to 12:00 PM or from the Traverse City Housing Commission website at <https://traversecityhc.wordpress.com>.

Sealed proposals shall be accepted at the TCHC office until 4:00 PM Monday, July 17, 2017.

June 13, 2017-1T

466823

STATE OF MICHIGAN
County of Grand Traverse

Paul Heidbreder being duly sworn deposes and says the annexed printed copy of notice was taken from the Traverse City RECORD EAGLE, a newspaper printed and circulated in said State and County, and that said notice was published in said newspaper on the following dates:

06/13/2017

that he or she is the agent of the printers of said newspaper, and knows well the facts stated herein


Subscribed and sworn to before
this 13th of June, 2017 .

Dennis G. Thayer
Notary Public, State of MI
County of Grand Traverse
10/08/2022
Acting in County of Grand Traverse

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Hostile Environment/Harassment/Anti-Bullying Policy Approval

MESSAGE:

Attached you will find the new Hostile Environment/Harassment/Anti-Bullying Policy. This draft policy is the result of many meetings this past spring and early summer of our Ad Hoc Committee, chaired by Commissioner Serratelli. Since HUD has issued guidance on this matter in September of 2016, we have worked to review our operations and develop this draft policy. Please note that Ward Kuhn has reviewed the policy and recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE HOSTILE ENVIRONMENT/HARASSMENT/ANTI-BULLYING POLICY

August 25, 2017

WHEREAS, the Traverse City Housing Commission has made it a priority to review and update all policies and plans that govern all of its operations; and

WHEREAS, the Commission had previously identified the topic of bullying as one area of concern, the U.S. Department of Housing and Urban Development's (HUD) recent guidance on Hostile Environment and Harassment required TCHC to review and develop a new policy; and

WHEREAS, the Commission instructed an Ad Hoc Committee to review all current policies and procedures regarding this topic and to develop a policy that satisfies the needs of both the Commission and HUD; and

WHEREAS, the Commission and its legal counsel has reviewed the proposed new Hostile Environment/ Harassment/ Anti-Bullying Policy; and

WHEREAS, the TCHC concurs in the recommendations of the Ad Hoc Committee, the Executive Director, and staff.

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

The Hostile Environment/Harassment/Anti-Bullying Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Hostile Environment/Harassment/Anti-Bullying Policy

"A home should be a refuge where every woman and man deserves to live without the threat of violence or harassment." – HUD Secretary Julian Castro

1. **Purpose.** TCHC is committed to providing an environment that allows for everyone's peaceful enjoyment of our properties. When our tenants, our visitors, or even our staff members are made to feel uncomfortable or unwelcome due to the intentional actions of others we fail in that commitment. The Housing Commission has established this policy to make applicants and residents aware of our position on this important issue. The policy is designed to provide a safe and pleasant atmosphere free from fear of harassment, bullying, and hostility.
2. **Definition.** The following are definitions of actions covered by this policy:
 - 1) **Bullying:** Bullying is the intentional, repeated, aggressive attempt to impose wrongful, harmful control over others, with intent to harm either physically or emotionally. This shall include but not be exclusive to individual or group bullying.
 - 2) **Harassment:** For purposes of this document, there are two kinds of Harassment, *Quid pro quo* ("this for that") and *Hostile Environment*. They are defined in the 2016-published HUD rule as follows:
 - "Quid pro quo harassment refers to an unwelcome request or demand to engage in conduct where submission to the request or demand, either explicitly or implicitly, is made a condition related to: the sale, rental, or availability of a dwelling; the terms, conditions, or privileges of the sale or rental, or the provision of services or facilities in connection with the sale or rental; or the availability, terms or conditions of a residential real-estate related transaction. An unwelcome request or demand may constitute quid pro quo harassment even if a person acquiesces in the unwelcome request or demand." *Section 100.600(a)(1)*
 - "Hostile environment harassment refers to unwelcome conduct that is sufficiently severe or pervasive as to interfere with: the availability, sale, rental, or use or enjoyment of a dwelling; the terms, conditions, or privileges of the sale or rental, or the provision or enjoyment of services or facilities in connection with the sale or rental; or the availability, terms or conditions of a residential real estate-related transaction. Hostile environment harassment

does not require a change in the economic benefits, terms, or conditions of the dwelling or housing-related services and facilities, or of the residential real-estate transaction.” *Section 100.600(a)(2)*

Additionally, TCHC believes that both Quid Pro Quo and Hostile Environment Harassment can exist in a manner similar to those described above, but in situations among or between residents and their guests; this will not be tolerated.

3. **Examples.** Here are some examples to help you understand what is and is not allowable by this policy. In all cases, the ‘totality of circumstances’ must be considered:
- ✓ A disagreement or misunderstanding with another person is NOT covered by this policy.
 - ✓ If another person hurts your feelings, this may NOT be a violation of the policy.
 - ✓ If someone is persistently harassing you with verbal taunts or threats, this IS a violation of this policy.
 - ✓ If someone uses physical force or threats, intimidation, or aggressive means to attempt to get you to do something against your will, this IS a violation of this policy.
 - ✓ If you are not invited to a specific event, this is NOT a violation of this policy.
 - ✓ If someone is persistently excluding you from social activities, as well as encouraging others to do so, this MAY be covered by the policy.
 - ✓ If you retaliate with harassment behaviors against someone who filed a complaint about you (regardless of its outcome), this IS a violation of the policy.

If you are uncertain if you are a victim of harassment/hostile environment/ bullying, discuss the situation with the Executive Director, a trusted friend or family member, or other caregiver.

4. **Applicability.** This policy applies to all residents in order to provide protection from potential policy violations by:
- Residents and their guests and/or visitors;
 - Employees of the Housing Commission; and
 - Contractors, vendors, and service providers who enter upon the premises, whether or not they are acting as an agent, a resident, or independently.
5. **Procedure.** Management shall take all reasonable measures to discourage harassment/hostile environment/bullying and to appropriately respond to allegations of inappropriate behavior to the extent of its capability; however, residents are reminded that they are responsible for their own personal safety and

well-being. Residents who feel they are the subject of harassment/bullying should not rely upon management as their sole source for resolution of the problem and shall call upon the help of friends, relatives, caregivers, local authorities, or others as appropriate for assistance in dealing with the matter.

6. **Investigations.** The TCHC will conduct a preliminary investigation of ALL claims and complaints under this new policy whether the sources are written or verbal, attributed or anonymous. The preliminary investigation will establish the basic fact pattern to determine next steps. As appropriate, additional investigative steps may be undertaken to determine substantiation of the claim. This could involve interviews with individuals who may have observed the behavior that is subject of the complaint, as well as other potential evidence (notes, recordings), in order to obtain a full understanding of the details of the claim and/or complaint.

Resolutions to the investigation may include one or more of the following:

- 1) We intend to document and record any and all claims we receive, and we will take the appropriate action immediately once a claim is substantiated.
- 2) If the results of the investigation show a fact pattern, but the claim ***is not*** substantiated under the Policy *when considering totality of the circumstances*, all information regarding the incident will be kept in the resident's file. The Resident involved in the incident will be informed in writing that any further complaints of this nature may result in action up to and including eviction.
- 3) If the results of the investigation show a fact pattern, and that the claim ***is*** substantiated under the Policy when considering totality of the circumstances, management will pursue one of the following options:
 - A Lease Violation to cease and discontinue the harassment/bullying behavior, and notice that repeated harassment/bullying conduct may result in eviction.
 - Eviction for breach of Lease Agreement.
- 4) If the allegations of harassment/bullying involve a staff member, the matter will be pursued in accordance with the Personnel Policy. Measures may include warning, serious warning, suspension or termination of employment depending on the severity of the offense.
- 5) If the allegation of bullying involves a contractor or vendor acting as our agent, the matter will be pursued in accordance with our contract with that vendor and applicable law.


Adopted: TBD

Proposed: August 25, 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
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 gas and electric costs in Traverse City and increases in gas and electric costs in Blair and East Bay Townships. In addition, there were increases in water costs in Blair Township, water and sewer costs in Elk Rapids, and water costs in Elmwood Township. Nelrod completed its review of all the propane, gas, electric, water, and refuse costs in the six (6) county areas last month.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT NEW STANDARDS FOR UTILITY ALLOWANCES

August 25, 2017

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 2017 Utility Allowance Schedule for the Housing Choice Voucher Program starting September 1, 2017.

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service Blair Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - TCL&P	\$20.00	\$24.00	\$33.00	\$42.00	\$51.00	\$61.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - TCL&P	\$18.00	\$21.00	\$25.00	\$28.00	\$32.00	\$35.00
	g. Oil / Other	\$61.00	\$71.00	\$83.00	\$95.00	\$110.00	\$122.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - TCL&P		\$15.00	\$18.00	\$25.00	\$32.00	\$40.00	\$47.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$4.00	\$4.00	\$5.00
Water Heating	a. Natural Gas	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	c. Electric - TCL&P	\$11.00	\$13.00	\$17.00	\$20.00	\$24.00	\$28.00
d. Oil / Other		\$15.00	\$17.00	\$24.00	\$34.00	\$42.00	\$49.00
Water Blair Township		\$30.00	\$31.00	\$35.00	\$39.00	\$45.00	\$54.00
Sewer		N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection American Waste (Blair)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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				Total		\$	



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)																													
Utility or Service Blair Township		Monthly Dollar Allowances																																	
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR																												
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00																												
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00																												
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00																												
	c. Electric - TCL&P	\$29.00	\$35.00	\$46.00	\$57.00	\$69.00	\$82.00																												
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00																												
	d. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	\$42.00																												
	e. Oil / Other	\$76.00	\$90.00	\$105.00	\$120.00	\$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	\$8.00	\$12.00	\$15.00	\$17.00																												
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00																												
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00																												
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00																												
Other Electric (Lights & Appliances) - TCL&P		\$20.00	\$23.00	\$32.00	\$41.00	\$50.00	\$60.00																												
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00																												
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00																												
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00																												
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00																												
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00																												
Water Blair Township		\$30.00	\$31.00	\$35.00	\$39.00	\$45.00	\$54.00																												
Sewer		N/A	N/A	N/A	N/A	N/A	N/A																												
Trash Collection American Waste (Blair)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00																												
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00																												
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00																												
	Monthly Gas Fee \$12.06	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Actual Family Allowances		<table border="1"> <tr> <th>Utility or Service</th> <th>per month cost</th> </tr> <tr> <td>Heating</td> <td>\$</td> </tr> <tr> <td>Cooking</td> <td>\$</td> </tr> <tr> <td>Other Electric</td> <td>\$</td> </tr> <tr> <td>Air Conditioning</td> <td>\$</td> </tr> <tr> <td>Water Heating</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Trash Collection</td> <td>\$</td> </tr> <tr> <td>Range / Microwave</td> <td>\$</td> </tr> <tr> <td>Refrigerator</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Total</td> <td>\$</td> </tr> </table>						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 or Service	per month cost																																		
Heating	\$																																		
Cooking	\$																																		
Other Electric	\$																																		
Air Conditioning	\$																																		
Water Heating	\$																																		
Water	\$																																		
Sewer	\$																																		
Trash Collection	\$																																		
Range / Microwave	\$																																		
Refrigerator	\$																																		
Other	\$																																		
Other	\$																																		
Total	\$																																		
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																																			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Blair Township (Inside City Limits)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00
	c. Electric - TCL&P	\$49.00	\$58.00	\$69.00	\$81.00	\$92.00	\$103.00
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00
	d. Electric Heat Pump - TCL&P	\$26.00	\$30.00	\$36.00	\$41.00	\$45.00	\$49.00
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	\$71.00
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00
Air Conditioning - TCL&P		\$1.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
d. Oil / Other		\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Blair Township		\$30.00	\$31.00	\$35.00	\$39.00	\$45.00	\$54.00
Sewer		N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection American Waste (Blair)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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				Total		\$	



The Nelrod Company 5/2017 Update

form HUD-52867 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				Date (mm/dd/yyyy)	
Utility or Service Blair Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00	
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00	
	c. Electric - TCL&P	\$51.00	\$61.00	\$63.00	\$66.00	\$68.00	
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	
	d. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	
Cooking	e. Oil / Other	\$73.00	\$86.00	\$103.00	\$117.00	\$132.00	
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$37.00	\$44.00	
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	
d. Oil / Other		\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	
Water Blair Township		\$30.00	\$31.00	\$35.00	\$39.00	\$45.00	
Sewer		N/A	N/A	N/A	N/A	N/A	
Trash Collection American Waste (Blair)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	
	Monthly Gas Fee \$12.06	\$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		\$	
Address of Unit				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
Number of Bedrooms				Other		\$	
				Other		\$	
				Total		\$	



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Blair Township (Outside City Limits)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Cherryland	\$60.00	\$71.00	\$83.00	\$96.00	\$108.00	\$121.00
	d. Electric Heat Pump - Cherryland	\$32.00	\$38.00	\$45.00	\$50.00	\$56.00	\$61.00
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Cherryland	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric (Lights & Appliances) - Cherryland		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Air Conditioning - Cherryland		\$2.00	\$2.00	\$4.00	\$7.00	\$9.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Cherryland	\$17.00	\$20.00	\$26.00	\$31.00	\$37.00	\$43.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Blair Township		\$30.00	\$31.00	\$35.00	\$39.00	\$45.00	\$54.00
Sewer		N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection American Waste (Blair)		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$15.6 (CE)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
	Monthly Gas Fee \$12.06	\$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		\$	



Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service East Bay Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - TCL&P	\$20.00	\$24.00	\$33.00	\$42.00	\$51.00	\$61.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - TCL&P	\$18.00	\$21.00	\$25.00	\$28.00	\$32.00	\$35.00
	g. Oil / Other	\$61.00	\$71.00	\$83.00	\$95.00	\$110.00	\$122.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - TCL&P		\$15.00	\$18.00	\$25.00	\$32.00	\$40.00	\$47.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$4.00	\$4.00	\$5.00
Water Heating	a. Natural Gas	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	c. Electric - TCL&P	\$11.00	\$13.00	\$17.00	\$20.00	\$24.00	\$28.00
d. Oil / Other		\$15.00	\$17.00	\$24.00	\$34.00	\$42.00	\$49.00
Water Grand Traverse - East Bay		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer Grand Traverse - East Bay		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Trash Collection American Waste (East Bay)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Total		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)	
Utility or Service East Bay Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00
	c. Electric - TCL&P	\$29.00	\$35.00	\$46.00	\$57.00	\$69.00	\$82.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00
	d. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	\$42.00
Cooking	e. Oil / Other	\$76.00	\$90.00	\$105.00	\$120.00	\$134.00	\$149.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Other Electric (Lights & Appliances) - TCL&P		\$20.00	\$23.00	\$32.00	\$41.00	\$50.00	\$60.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - East Bay		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer Grand Traverse - East Bay		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Trash Collection American Waste (East Bay)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$			
		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
Name of Family		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
Address of Unit		Other		\$			
		Other		\$			
		Other		\$			
		Other		\$			
		Total		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service East Bay Township (Inside City Limits)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00
	c. Electric - TCL&P	\$49.00	\$58.00	\$69.00	\$81.00	\$92.00	\$103.00
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00
	d. Electric Heat Pump - TCL&P	\$26.00	\$30.00	\$36.00	\$41.00	\$45.00	\$49.00
Cooking	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
c. Electric - TCL&P		\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	\$71.00
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00
Air Conditioning - TCL&P		\$1.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - East Bay		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer Grand Traverse - East Bay		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Trash Collection American Waste (East Bay)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$	



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home		Date (mm/dd/yyyy)		
Utility or Service East Bay Township		Monthly Dollar Allowances				
		0 BR	1 BR	2 BR	3 BR	4 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00
	c. Electric - TCL&P	\$51.00	\$61.00	\$63.00	\$66.00	\$68.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00
	d. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00
Cooking	e. Oil / Other	\$73.00	\$86.00	\$103.00	\$117.00	\$132.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$37.00	\$44.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00
Water Grand Traverse - East Bay		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00
Sewer Grand Traverse - East Bay		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Trash Collection American Waste (East Bay)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$		



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House		Date (mm/dd/yyyy)			
Utility or Service East Bay Township (Outside City Limits)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Cherryland	\$60.00	\$71.00	\$83.00	\$96.00	\$108.00	\$121.00
	d. Electric Heat Pump - Cherryland	\$32.00	\$38.00	\$45.00	\$50.00	\$56.00	\$61.00
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Cherryland	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric (Lights & Appliances) - Cherryland		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Air Conditioning - Cherryland		\$2.00	\$2.00	\$4.00	\$7.00	\$9.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Cherryland	\$17.00	\$20.00	\$26.00	\$31.00	\$37.00	\$43.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - East Bay		\$23.00	\$23.00	\$26.00	\$31.00	\$37.00	\$42.00
Sewer Grand Traverse - East Bay		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Trash Collection American Waste (East Bay)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other--	Monthly Electric Fee \$15.60 (CL)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
	specify: Monthly Gas Fee \$12.06	\$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				Total		\$	



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service Village of Elk Rapids		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - Great Lakes	\$22.00	\$26.00	\$36.00	\$45.00	\$55.00	\$65.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - Great Lakes	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00	\$38.00
	g. Oil / Other	\$61.00	\$71.00	\$83.00	\$95.00	\$110.00	\$122.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - Great Lakes		\$17.00	\$20.00	\$28.00	\$35.00	\$43.00	\$51.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
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	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	c. Electric - Great Lakes	\$12.00	\$14.00	\$18.00	\$22.00	\$26.00	\$30.00
d. Oil / Other		\$15.00	\$17.00	\$24.00	\$34.00	\$42.00	\$49.00
Water Village of Elk Rapids		\$52.00	\$53.00	\$60.00	\$66.00	\$73.00	\$79.00
Sewer Village of Elk Rapids		\$60.00	\$61.00	\$71.00	\$82.00	\$92.00	\$103.00
Trash Collection American Waste (Elk Rapids)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
	Monthly Gas Fee \$12.06	\$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	\$
Address of Unit		Water Heating	\$
		Water	\$
		Sewer	\$
		Trash Collection	\$
		Range / Microwave	\$
		Refrigerator	\$
		Other	\$
		Other	\$
Number of Bedrooms		Total	\$



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)	
Utility or Service Village of Elk Rapids		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00
	c. Electric - Great Lakes	\$32.00	\$38.00	\$50.00	\$62.00	\$73.00	\$85.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00
	d. Electric Heat Pump - Great Lakes	\$24.00	\$28.00	\$33.00	\$38.00	\$42.00	\$46.00
Cooking	e. Oil / Other	\$76.00	\$90.00	\$105.00	\$120.00	\$134.00	\$149.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Other Electric (Lights & Appliances) - Great Lakes		\$21.00	\$25.00	\$35.00	\$45.00	\$54.00	\$64.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning - Great Lakes		\$2.00	\$2.00	\$4.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - Great Lakes	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Village of Elk Rapids		\$52.00	\$53.00	\$60.00	\$66.00	\$73.00	\$79.00
Sewer Village of Elk Rapids		\$60.00	\$61.00	\$71.00	\$82.00	\$92.00	\$103.00
Trash Collection American Waste (Elk Rapids)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
	Monthly Gas Fee \$12.06	\$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		Total	\$



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)																													
Utility or Service Village of Elk Rapids		Monthly Dollar Allowances																																	
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR																												
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00																												
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00																												
	c. Electric - Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00																												
	c. Electric - Great Lakes	\$53.00	\$63.00	\$73.00	\$84.00	\$95.00	\$106.00																												
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00																												
	d. Electric Heat Pump - Great Lakes	\$28.00	\$33.00	\$39.00	\$44.00	\$49.00	\$54.00																												
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00																												
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00																												
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00																												
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00																												
	c. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00																												
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00																												
Other Electric (Lights & Appliances) - Great Lakes		\$25.00	\$29.00	\$40.00	\$52.00	\$63.00	\$75.00																												
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00																												
Air Conditioning - Great Lakes		\$1.00	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00																												
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	\$27.00	\$37.00	\$44.00	\$54.00																												
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00																												
	c. Electric - Great Lakes	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00																												
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00																												
Water Village of Elk Rapids		\$52.00	\$53.00	\$60.00	\$66.00	\$73.00	\$79.00																												
Sewer Village of Elk Rapids		\$60.00	\$61.00	\$71.00	\$82.00	\$92.00	\$103.00																												
Trash Collection American Waste (Elk Rapids)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00																												
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00																												
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00																												
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00																												
	Monthly Gas Fee \$12.06	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Actual Family Allowances		<table border="1"> <thead> <tr> <th>Utility or Service</th> <th>per month cost</th> </tr> </thead> <tbody> <tr> <td>Heating</td> <td>\$</td> </tr> <tr> <td>Cooking</td> <td>\$</td> </tr> <tr> <td>Other Electric</td> <td>\$</td> </tr> <tr> <td>Air Conditioning</td> <td>\$</td> </tr> <tr> <td>Water Heating</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Trash Collection</td> <td>\$</td> </tr> <tr> <td>Range / Microwave</td> <td>\$</td> </tr> <tr> <td>Refrigerator</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Total</td> <td>\$</td> </tr> </tbody> </table>						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 or Service	per month cost																																		
Heating	\$																																		
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Total	\$																																		
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																																			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				Date (mm/dd/yyyy)																													
Utility or Service Village of Elk Rapids		Monthly Dollar Allowances																																	
		0 BR	1 BR	2 BR	3 BR	4 BR																													
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00																													
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00																													
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00																													
	c. Electric - Great Lakes	\$56.00	\$65.00	\$67.00	\$70.00	\$72.00																													
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00																													
	d. Electric Heat Pump - Great Lakes	\$24.00	\$28.00	\$33.00	\$38.00	\$42.00																													
Cooking	e. Oil / Other	\$73.00	\$86.00	\$103.00	\$117.00	\$132.00																													
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00																													
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00																													
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00																													
	c. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00																													
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00																													
Other Electric (Lights & Appliances) - Great Lakes		\$25.00	\$29.00	\$40.00	\$52.00	\$63.00																													
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00																													
Air Conditioning - Great Lakes		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00																													
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00																													
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Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00																													
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00																													
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00																													
	Monthly Gas Fee \$12.06	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																													
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Utility or Service	per month cost																																		
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Total	\$																																		
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																																			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service Elmswood Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - TCL&P	\$20.00	\$24.00	\$33.00	\$42.00	\$51.00	\$61.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - TCL&P	\$18.00	\$21.00	\$25.00	\$28.00	\$32.00	\$35.00
	g. Oil / Other	\$61.00	\$71.00	\$83.00	\$95.00	\$110.00	\$122.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - TCL&P		\$15.00	\$18.00	\$25.00	\$32.00	\$40.00	\$47.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$4.00	\$4.00	\$5.00
Water Heating	a. Natural Gas	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	c. Electric - TCL&P	\$11.00	\$13.00	\$17.00	\$20.00	\$24.00	\$28.00
d. Oil / Other		\$15.00	\$17.00	\$24.00	\$34.00	\$42.00	\$49.00
Water Grand Traverse - Elmwood		\$25.00	\$25.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer Grand Traverse - Elmwood		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection American Waste (Elmwood)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Total		\$			



**The Nelrod Company 5/2017
Update**

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)	
Utility or Service Elmswood Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00
	d. Electric - TCL&P	\$29.00	\$35.00	\$46.00	\$57.00	\$69.00	\$82.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00
	e. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	\$42.00
	f. Oil / Other	\$76.00	\$90.00	\$105.00	\$120.00	\$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	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Other Electric (Lights & Appliances) - TCL&P		\$20.00	\$23.00	\$32.00	\$41.00	\$50.00	\$60.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - Elmwood		\$25.00	\$25.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer Grand Traverse - Elmwood		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection American Waste (Elmwood)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		Total		\$			



The Nelrod Company 5/2017
Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Elmswood Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric -Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00
	d. Electric - TCL&P	\$49.00	\$58.00	\$69.00	\$81.00	\$92.00	\$103.00
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00
	e. Electric Heat Pump - TCL&P	\$26.00	\$30.00	\$36.00	\$41.00	\$45.00	\$49.00
	f. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	\$71.00
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00
Air Conditioning - TCL&P		\$1.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - Elmwood		\$25.00	\$25.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer Grand Traverse - Elmwood		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection American Waste (Elmwood)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home				Date (mm/dd/yyyy)	
Utility or Service Elmswood Township		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00	
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00	
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00	
	d. Electric - TCL&P	\$51.00	\$61.00	\$63.00	\$66.00	\$68.00	
	e. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	
	f. Electric Heat Pump - TCL&P	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	
	g. Oil / Other	\$73.00	\$86.00	\$103.00	\$117.00	\$132.00	
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	
	c. Electric - TCL&P	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	
Other Electric (Lights & Appliances) - TCL&P		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
Air Conditioning - TCL&P		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$37.00	\$44.00	
	c. Electric - Consumers	\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	
	c. Electric - TCL&P	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	
d. Oil / Other		\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	
Water Grand Traverse - Elmwood		\$25.00	\$25.00	\$28.00	\$33.00	\$38.00	
Sewer Grand Traverse - Elmwood		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
Trash Collection American Waste (Elmwood)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
	Monthly Electric Fee \$6.24 (TCL&P)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	
	Monthly Gas Fee \$12.06	\$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		\$	
Address of Unit				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
Number of Bedrooms				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Total		\$	



**The Nelrod Company 5/2017
Update**

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Elmswood Township (Outside City Limits)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric -Cherryland	\$60.00	\$71.00	\$83.00	\$96.00	\$108.00	\$121.00
	d. Electric Heat Pump - Cherryland	\$32.00	\$38.00	\$45.00	\$50.00	\$56.00	\$61.00
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Cherryland	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric (Lights & Appliances) - Cherryland		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Air Conditioning - Cherryland		\$2.00	\$2.00	\$4.00	\$7.00	\$9.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Cherryland	\$17.00	\$20.00	\$26.00	\$31.00	\$37.00	\$43.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
Water Grand Traverse - Elmwood		\$25.00	\$25.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer Grand Traverse - Elmwood		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection American Waste (Elmwood)		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$15.60 (CL)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
	Monthly Gas Fee \$12.06	\$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		Total		\$			



Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service Village of Kalkaska		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - Great Lakes	\$22.00	\$26.00	\$36.00	\$45.00	\$55.00	\$65.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - Great Lakes	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00	\$38.00
	g. Oil / Other	\$61.00	\$71.00	\$83.00	\$95.00	\$110.00	\$122.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - Great Lakes		\$17.00	\$20.00	\$28.00	\$35.00	\$43.00	\$51.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
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	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	d. Electric - Great Lakes	\$12.00	\$14.00	\$18.00	\$22.00	\$26.00	\$30.00
	e. Oil / Other	\$15.00	\$17.00	\$24.00	\$34.00	\$42.00	\$49.00
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 (Kalkaska)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
	Monthly Gas Fee \$12.06	\$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		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)																													
Utility or Service Village of Kalkaska		Monthly Dollar Allowances																																	
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR																												
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00																												
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00																												
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00																												
	c. Electric - Great Lake	\$32.00	\$38.00	\$50.00	\$62.00	\$73.00	\$85.00																												
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00																												
	d. Electric Heat Pump - Great Lake	\$24.00	\$28.00	\$33.00	\$38.00	\$42.00	\$46.00																												
	e. Oil / Other	\$76.00	\$90.00	\$105.00	\$120.00	\$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	\$8.00	\$12.00	\$15.00	\$17.00																												
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00																												
	c. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00																												
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00																												
Other Electric (Lights & Appliances) - Great Lakes		\$21.00	\$25.00	\$35.00	\$45.00	\$54.00	\$64.00																												
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00																												
Air Conditioning - Great Lakes		\$2.00	\$2.00	\$4.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00																												
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00																												
	c. Electric - Great Lakes	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00																												
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00																												
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 (Kalkaska)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00																												
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00																												
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00																												
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00																												
	Monthly Gas Fee \$12.06	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Actual Family Allowances		<table border="1"> <thead> <tr> <th>Utility or Service</th> <th>per month cost</th> </tr> </thead> <tbody> <tr> <td>Heating</td> <td>\$</td> </tr> <tr> <td>Cooking</td> <td>\$</td> </tr> <tr> <td>Other Electric</td> <td>\$</td> </tr> <tr> <td>Air Conditioning</td> <td>\$</td> </tr> <tr> <td>Water Heating</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Trash Collection</td> <td>\$</td> </tr> <tr> <td>Range / Microwave</td> <td>\$</td> </tr> <tr> <td>Refrigerator</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Total</td> <td>\$</td> </tr> </tbody> </table>						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 or Service	per month cost																																		
Heating	\$																																		
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Other	\$																																		
Other	\$																																		
Total	\$																																		
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																																			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Village of Kalkaska		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00
	c. Electric - Great Lake	\$53.00	\$63.00	\$73.00	\$84.00	\$95.00	\$106.00
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00
	d. Electric Heat Pump - Great Lake	\$28.00	\$33.00	\$39.00	\$44.00	\$49.00	\$54.00
	e. Oil / Other	\$86.00	\$103.00	\$120.00	\$137.00	\$156.00	\$174.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - Great Lakes	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00
Other Electric (Lights & Appliances) - Great Lakes		\$25.00	\$29.00	\$40.00	\$52.00	\$63.00	\$75.00
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00
Air Conditioning - Great Lakes		\$1.00	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00
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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - Great Lakes	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00
	d. Oil / Other	\$20.00	\$22.00	\$32.00	\$42.00	\$51.00	\$61.00
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 (Kalkaska)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
	Monthly Gas Fee \$12.06	\$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		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home			Date (mm/dd/yyyy)	
Utility or Service Village of Kalkaska		Monthly Dollar Allowances				
		0 BR	1 BR	2 BR	3 BR	4 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00
	c. Electric - Great Lake	\$56.00	\$65.00	\$67.00	\$70.00	\$72.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00
	d. Electric Heat Pump - Great Lake	\$24.00	\$28.00	\$33.00	\$38.00	\$42.00
Cooking	e. Oil / Other	\$73.00	\$86.00	\$103.00	\$117.00	\$132.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00
c. Electric - Great Lakes		\$4.00	\$5.00	\$8.00	\$10.00	\$12.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00
Other Electric (Lights & Appliances) - Great Lakes		\$25.00	\$29.00	\$40.00	\$52.00	\$63.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00
Air Conditioning - Great Lakes		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$37.00	\$44.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00
	c. Electric - Great Lakes	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00
d. Oil / Other		\$20.00	\$22.00	\$32.00	\$42.00	\$51.00
Water	Village of Kalkaska	\$19.00	\$20.00	\$22.00	\$24.00	\$27.00
Sewer	Village of Kalkaska	\$41.00	\$42.00	\$47.00	\$51.00	\$56.00
Trash Collection American Waste (Kalkaska)		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$33.50 (GL)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
	Monthly Gas Fee \$12.06	\$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		\$



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service Traverse City		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$37.00	\$42.00
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$74.00	\$85.00	\$96.00	\$107.00
	c. Electric - Consumers	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$86.00
	d. Electric - Traverse	\$20.00	\$24.00	\$33.00	\$42.00	\$51.00	\$61.00
	e. Electric Heat Pump - Consumers	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	f. Electric Heat Pump - Traverse	\$18.00	\$21.00	\$25.00	\$28.00	\$32.00	\$35.00
	g. Oil / Other	\$6.00	\$7.00	\$7.00	\$8.00	\$8.00	\$8.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	d. Electric - Traverse	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$22.00	\$26.00	\$37.00	\$47.00	\$57.00	\$67.00
Other Electric (Lights & Appliances) - Traverse		\$15.00	\$18.00	\$25.00	\$32.00	\$40.00	\$47.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
Air Conditioning - Traverse		\$2.00	\$2.00	\$3.00	\$4.00	\$4.00	\$5.00
Water Heating	a. Natural Gas	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$29.00	\$37.00	\$42.00
	c. Electric - Consumers	\$16.00	\$19.00	\$24.00	\$29.00	\$35.00	\$40.00
	c. Electric - Traverse	\$11.00	\$13.00	\$17.00	\$20.00	\$24.00	\$28.00
d. Oil / Other		\$5.00	\$6.00	\$8.00	\$12.00	\$14.00	\$17.00
Water Traverse City		\$12.00	\$12.00	\$14.00	\$17.00	\$20.00	\$23.00
Sewer Traverse City		\$34.00	\$34.00	\$38.00	\$46.00	\$54.00	\$62.00
Trash Collection		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (Trav)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		\$	



The Nelrod Company 5/2017 Update

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Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				Date (mm/dd/yyyy)	
Utility or Service Traverse City		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00	\$51.00
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$93.00	\$105.00	\$118.00	\$132.00
	c. Electric - Consumers	\$43.00	\$50.00	\$66.00	\$82.00	\$97.00	\$113.00
	c. Electric - Traverse	\$29.00	\$35.00	\$46.00	\$57.00	\$69.00	\$82.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00	\$61.00
	d. Electric Heat Pump - Traverse	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00	\$42.00
Cooking	e. Oil / Other	\$11.00	\$12.00	\$12.00	\$12.00	\$13.00	\$13.00
	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - Traverse	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Other Electric (Lights & Appliances) - Traverse		\$20.00	\$23.00	\$32.00	\$41.00	\$50.00	\$60.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Air Conditioning - Traverse		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - Traverse	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
Water Traverse City		\$12.00	\$12.00	\$14.00	\$17.00	\$20.00	\$23.00
Sewer Traverse City		\$34.00	\$34.00	\$38.00	\$46.00	\$54.00	\$62.00
Trash Collection		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (Trav)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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				Total		\$	



The Nelrod Company 5/2017 Update

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Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service Traverse City		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$41.00	\$47.00	\$53.00	\$60.00
	b. Bottle Gas/Propane	\$76.00	\$90.00	\$105.00	\$122.00	\$137.00	\$154.00
	c. Electric - Consumers	\$71.00	\$83.00	\$97.00	\$112.00	\$126.00	\$141.00
	c. Electric - Traverse	\$49.00	\$58.00	\$69.00	\$81.00	\$92.00	\$103.00
	d. Electric Heat Pump - Consumers	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00
	d. Electric Heat Pump - Traverse	\$26.00	\$30.00	\$36.00	\$41.00	\$45.00	\$49.00
	e. Oil / Other	\$9.00	\$11.00	\$12.00	\$12.00	\$12.00	\$12.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00	\$17.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
	c. Electric - Traverse	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$100.00
Other Electric (Lights & Appliances) - Traverse		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00	\$71.00
Air Conditioning - Consumers		\$2.00	\$2.00	\$5.00	\$8.00	\$11.00	\$13.00
Air Conditioning - Traverse		\$1.00	\$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	\$27.00	\$37.00	\$44.00	\$54.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00	\$50.00
	c. Electric - Traverse	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$34.00
	d. Oil / Other	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00
Water Traverse City		\$12.00	\$12.00	\$14.00	\$17.00	\$20.00	\$23.00
Sewer Traverse City		\$34.00	\$34.00	\$38.00	\$46.00	\$54.00	\$62.00
Trash Collection		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (Trav)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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		Total		\$			



The Nelrod Company 5/2017 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Traverse City Housing Commission, MI		Unit Type: Mobile Home		Date (mm/dd/yyyy)		
Utility or Service Traverse City		Monthly Dollar Allowances				
		0 BR	1 BR	2 BR	3 BR	4 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$35.00	\$40.00	\$45.00
	b. Bottle Gas/Propane	\$64.00	\$76.00	\$90.00	\$103.00	\$117.00
	c. Electric - Consumers	\$74.00	\$87.00	\$89.00	\$92.00	\$95.00
	c. Electric - Traverse	\$51.00	\$61.00	\$63.00	\$66.00	\$68.00
	d. Electric Heat Pump - Consumers	\$32.00	\$37.00	\$44.00	\$50.00	\$55.00
	d. Electric Heat Pump - Traverse	\$22.00	\$26.00	\$31.00	\$34.00	\$38.00
	e. Oil / Other	\$8.00	\$9.00	\$9.00	\$9.00	\$9.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$12.00	\$15.00
	c. Electric - Consumers	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00
	c. Electric - Traverse	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00
Other Electric (Lights & Appliances) - Consumers		\$33.00	\$39.00	\$54.00	\$69.00	\$84.00
Other Electric (Lights & Appliances) - Traverse		\$23.00	\$27.00	\$37.00	\$48.00	\$59.00
Air Conditioning - Consumers		\$2.00	\$3.00	\$5.00	\$7.00	\$9.00
Air Conditioning - Traverse		\$2.00	\$2.00	\$3.00	\$5.00	\$6.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$37.00	\$44.00
	c. Electric - Consumers	\$20.00	\$24.00	\$30.00	\$37.00	\$43.00
	c. Electric - Traverse	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00
	d. Oil / Other	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00
Water Traverse City		\$12.00	\$12.00	\$14.00	\$17.00	\$20.00
Sewer Traverse City		\$34.00	\$34.00	\$38.00	\$46.00	\$54.00
Trash Collection		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.28 (CE)	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Electric Fee \$6.24 (Trav)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
	Monthly Gas Fee \$12.06	\$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. <i>Complete below for the actual unit rented.</i>		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
Address of Unit		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
		Other		\$		
Number of Bedrooms		Total		\$		



The Nelrod Company 5/2017 Update

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ref. Handbook 7420.8

Reasonable Accommodation Medical Equipment Allowances

**Consumers Energy, Traverse City Light and Power, Cherryland Electric
Cooperative and Great Lakes Energy (Average)**

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	219	0.45947	\$101.00
Nebulizer	2	75	5	0.45947	\$2.00
Electric Hospital Bed	0.2	200	1	0.45947	\$1.00
Alternating Pressure Pad	24	70	51	0.45947	\$23.00
Low Air-Loss Mattress	24	120	88	0.45947	\$40.00
Power Wheelchair/Scooter	3	360	33	0.45947	\$15.00
CPAP Machine	10	30	9	0.45947	\$4.00

Oxygen Concentrator

Use per day varies, assume 12-14 hours a day.

The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

Nebulizer

A medicine delivery system used mostly for pediatric care.

Used 4-6 times a day for 20 minutes at a time at 75W.

Semi/Fully Electric Hospital Bed

Use depends on adjustments. 200 W.

Alternating Pressure Pad

An air-filled mattress overlay.

Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

Takes the place of mattress - air -filled pressurized mattress.

Cycles air around every 15-20 minutes.

Power Wheelchairs and Scooters

Need to be charged approximately 8 hours every 3 days.

Batteries are 120 V, 3 Amp, 360 W.


CPAP Machine

For Sleep Apnea. Runs only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Request for HCV Payment Standard Exemption

MESSAGE:

In June of 2017, TCHC staff participated in an online facilitated training with HUD Detroit Field Office staff on how to utilize the Two-Year Tool (TYT) to effectively evaluate and manage our Housing Choice Voucher (HCV). It was one of the more helpful trainings provided to us. Not only did we learn about the TYT, we also became aware that we may be eligible to request another payment standard exemption that would allow us to essentially pay 120% of Fair Market Rents within our service area. Currently, we pay 110% of Fair Market Rents because we have long since proven that this is a region with higher than normal rents.

In order to proceed, TCHC needs to support this effort by way of a motion that instructs staff to apply for a HCV payment standard exception of 120% (a raise from the current 110% payment standard) of the Fair Market Rents within our service area per CFR 982.503B(iv).

We will be identifying the following reasons to support this request:

1. Our unit months leased are currently at 66.4% of our Annual Contributions Contract despite having over 10 clients seeking housing with a HCV at all times.
2. The Northwest Michigan region is a tourist destination where rents fluctuate due to short-term rentals making it difficult for our clients to find safe, decent housing within the current payment standards.
3. TCHC currently utilizes a 110% of FMR payment standard and continue to see clients struggle with finding affordable housing.

If this is granted we believe more clients will be able to find housing closer to our region's core in Traverse City.

ATTACHMENTS: Two-Year Tool Forecasting Summary Report

HCV Leasing and Spending Projection

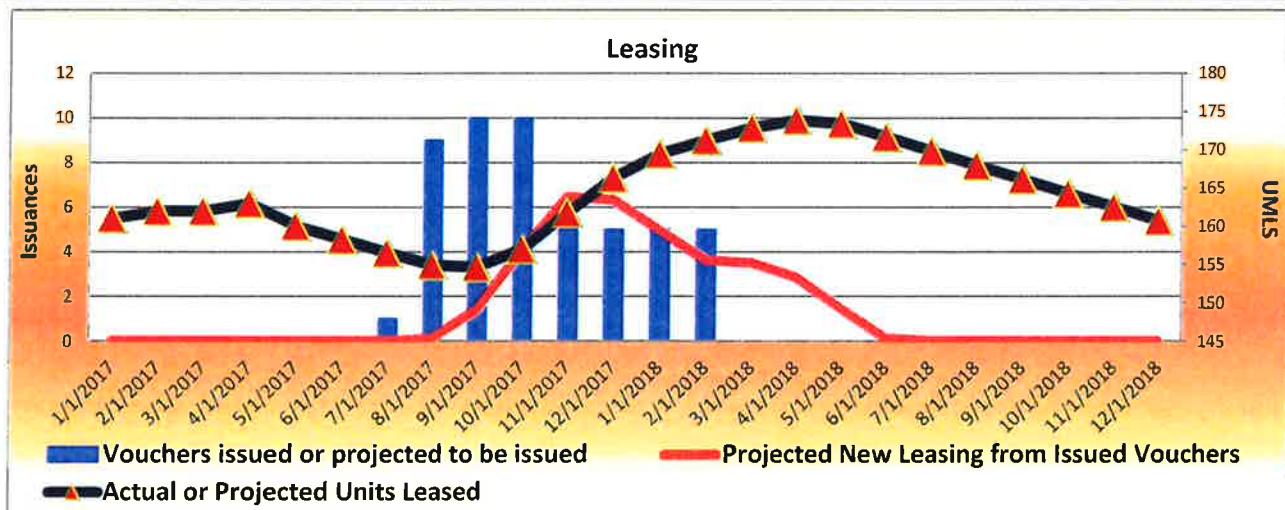
MI080 Two-Year Voucher Forecasting Summary

8/21/2017

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool estimates the program to end the current year with \$164,520, or 17% of budget authority. It is important to examine the program in light of the second year as well. In this scenario, MI080 will end the second year with \$109,608, or 11% of budget authority. This scenario relies upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
70%	13%	Leased in	Percent
		0-30 Days	18%
Year 1 PUC	Year 2 PUC	31-60 Days	40%
(Average monthly cost of a voucher - Year 1)	(Average monthly cost of a voucher - Year 2)	61-90 Days	38%
\$506	\$506	91-120 Days	4%
		121-150 Days	0%

After deciding upon the above variables, the largest driver of the program revolves around the decision to issue vouchers. This scenario includes issuing 40 vouchers in the first year and 10 in the second year. In addition, the tool includes 0 planned lease-ups (i.e. project-based vouchers coming online, tenant-protection vouchers) through the end of the following year. This results in a total of 18 new lease-ups this year and 17 new lease-ups next year. Please see the below graph, which shows issued vouchers and associated leasing, as well as the total program UMLs, which takes into account attrition:




MI080 Administrative Fee Overview

Based on the most recent, official (end of fiscal year) UNP, MI080 has a projected 2017 Calendar Year-End (CYE) UNP of \$138,955 (or 160.2% of CY 2017 Earned Admin Fees) and a 2018 CYE UNP of \$144,297 (or 157.6% of CY 2018 Earned Admin Fees). This projection uses average monthly administrative expense and carries it forward for the remaining months.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 25, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Emergency Transfer for Victims of Domestic Violence Policy Approval

MESSAGE:

Attached you will find the new Emergency Transfer of Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Policy. This draft policy is the result of clarifications issued by HUD this spring regarding the Violence Against Women Act (VAWA). The policy allows some flexibility to affected populations within our programs. The Governance Committee has reviewed the policy and recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT THE EMERGENCY TRANSFER FOR VICTIMS OF
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING POLICY**

August 25, 2017

WHEREAS, the Traverse City Housing Commission has made it a priority to review and update all policies and plans that govern all of its operations; and

WHEREAS, the U.S. Department of Housing and Urban Development's (HUD) recently published guidance on allowing reasonable accommodations for victims of domestic violence, dating violence, sexual assault, or stalking; and

WHEREAS, the Executive and Governance Committee has reviewed the draft policy at recent meetings; and

WHEREAS, the TCHC concurs in the recommendations of its committees, the Executive Director, and staff.

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

The Emergency Transfer of Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Policy on Emergency Transfer for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

1. **Purpose.** TCHC is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),ⁱ TCHC allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.ⁱⁱ The ability of TCHC to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether TCHC has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that TCHC is in compliance with VAWA.

2. **Eligibility.** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

3. **Emergency Transfer Request Documentation.** To request an emergency transfer, the tenant shall notify TCHC's management office and submit a written request for a transfer (a documented in person verbal request may also be considered in place of a written request). TCHC will provide reasonable accommodations to this policy for

individuals with disabilities. The tenant's written request for an emergency transfer should include either:

- a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under TCHC's program; OR
 - b. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
4. **Confidentiality.** TCHC will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives TCHC written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. [See the *Notice of Occupancy Rights under the Violence Against Women Act For All Tenants* for more information about TCHC's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking].
5. **Emergency Transfer Timing and Availability.** TCHC cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. TCHC will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred.

NOTE: TCHC may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If TCHC has no safe and available units for which a tenant who needs an emergency is eligible, TCHC will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.

At the tenant's request, TCHC will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

6. **Safety and Security of Tenants.** Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe. TCHC will also provide information for assistance to everyone requesting a transfer under this policy.

Proposed: August 25, 2017

ⁱ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

ⁱⁱ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

August 9, 2017 Letter from RTRC

July 7, 2017 Letter Regarding VMS Review

July 1, 2017 Record Eagle Article on Townsend Lawsuit



TO: TRAVERSE CITY HOUSING COMMISSION

FROM: RIVERVIEW TERRACE RESIDENT COUNCIL

We As the Residents of Riverview Terrace are requesting that the Board Meeting be held at the Riverview Terrace Community Room at 8 am on the usual third Friday of the Month, August 25th.

Further we ask that the session regarding our Executive Manager's review be open. This is of most importance to all the Residents as Tony is our Director and as a whole we are very happy with all he has done for us and also for the Community as a whole in opening eyes and interest in affordable housing.

Our ship is running just fine and we are hoping the Board has the foresight to include us in this process.

Thank you,

Priscilla Townsend, President August 8, 2017



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000
OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division

July 7, 2017

Mr. Anthony Lentych, Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Dear Mr. Lentych:

Recently, Quality Assurance Division (QAD) Staff conducted a remote Housing Choice Voucher Program (HCV) Voucher Management System (VMS) Validation Review with the Traverse City Housing Commission (MI080). The purpose of the review was to identify any VMS reporting discrepancies and to provide guidance and technical assistance related to improving the HCV data reported in the VMS.

The review focused on the VMS reporting period, April 1, 2016 through November 30, 2016. During the review, Quality Assurance Division (QAD) Staff identified areas where MI080 can improve the accuracy of its VMS reporting. These areas and any technical assistance provided are detailed in the enclosed report. The report contains four (4) Concerns and zero (0) Findings.

Since needed corrections to VMS data were identified by the QAD Staff, it is important that these corrections be made as directed in the enclosed report as soon as possible, but not later than 30 days from the date of this report. Notification of informal corrective action(s) as a result of review Concerns may be sent via e-mail to David L. Peters at David.Peters@hud.gov.

We appreciate the cooperation extended to QAD Staff during this review, and your assistance in helping us ensure the best possible VMS data integrity. Should you have any questions or concerns, please contact me or David L. Peters at 971-222-2665.

Sincerely,

Joseph R. Russell
Supervisory Program Analyst
Quality Assurance Division

Enclosure: VMS Validation Review MI080

cc: Douglas Gordon, Director, Office of PIH, Grand Rapids Service Center
June E. Burnes, West Division Director, Financial Management Center
Andy Smits, Board Chairperson, Traverse City Housing Commission

VMS Validation Remote Report - MI080

Background: The VMS collects data on monthly leasing activities and costs for the HCV program via mandatory PHA reporting. The Department reviews the VMS data to identify issues of concern to PHAs and/or the Department. The system is periodically enhanced to provide new flexibilities or features for improved ease and accuracy of reporting and use of the data. The VMS is a critical data system that is used for a variety of major functions, including budget formulation, utilization analysis, and funding allocations. As such, accuracy of the data is extremely important, especially to the HCV Quality Assurance Division who requested this remote VMS Validation Review.

The purpose of this review was to validate the Unit Months Leased (UML) and related Housing Assistance Payment (HAP) expenses certified as accurate by the Traverse City Housing Commission (MI080) from April 1, 2016 through November 30, 2016. For the period covered by our review, we validated MI080's source documents against their VMS data entries, which are used by the OHVP Financial Management Division (FMD) to calculate renewal funding. Our review revealed several reporting discrepancies as noted in the body of this report.

Concerns

Concern No. 1: Non-Elderly Disabled (HAP & UML) were incorrectly reported.

Condition: MI080 failed to report both UML and HAP for the VMS Near Elderly line item in both April and May of 2016. Additionally, there was a variance of \$806 for NED HAP in September 2016. These errors caused a total variance of 20 Unit Months leased and \$7,116 in HAP costs.

Non-Elderly Disabled - Non MTW UML			
Table 1	Reported	Validated	Difference
Apr-16	0	9	-9
May-16	0	9	-9
Jun-16	7	9	-2
Jul-16	9	9	0
Aug-16	9	9	0
Sep-16	8	8	0
Oct-16	8	8	0
Nov-16	8	8	0
12 Month Total	49	69	-20

Non-Elderly Disabled - Non MTW HAP			
Table 2	Reported	Validated	Difference
Apr-16	0	3,961	-3,961
May-16	0	3,961	-3,961
Jun-16	3,961	3,961	0
Jul-16	3,969	3,969	0
Aug-16	4,306	4,306	0
Sep-16	4,475	3,669	806
Oct-16	3,669	3,669	0
Nov-16	3,684	3,684	0
12 Month Total	24,064	31,180	-7,116

Cause: The PHA simply did not report this field for April & May 2016; for both UML and HAP components. Additionally, there is an \$806 variance in September 2016 that is likely due to a HAP adjustment; no supporting documentation was provided that allowed identification of this variance.

VMS Validation Remote Report - MI080

The VMS User's Manual provides detailed information for reporting on the following line items:

Non Elderly Disabled – Non-MTW: Total number of vouchers leased this month from initial or renewal Mainstream 1 or Non-Elderly Disabled program increments (non-MTW PHAs ONLY).

Non Elderly Disabled – Non-MTW (HAP): Total HAP expenses incurred this month for Mainstream 1 or Non-Elderly Disabled voucher leasing as reported in Units section (non-MTW PHAs ONLY).

Effect: The terms and conditions of the Annual Contributions Contract (HUD Form 52520-c) stipulate in section 2.13(a) that the PHA shall maintain complete and accurate books...which permit a speedy and effective audit. While QAD staff are confident of MI080's ability to accurately represent this VMS field's values, quality control is always sacrosanct and even minor errors may incur undesirable results.

Recommended Corrective Action: MI080 shall hard edit the VMS entries for both NED line items for April & May 2016 with the correct data. Additionally, pursuant to the corrective action in Concern 1 above, MI080 shall identify and report the reason for the NED HAP variance of \$806 dollars in the September 2016 NED HAP entry. Absent any documentation, the PHA shall adjust their totals to those validated by QAD.

Concern No. 2: Housing Assistance Payments (HAP) All Other Vouchers (AOV) were incorrectly reported.

Condition: The HAP All Other Voucher expenses from April 2016 through November 2016 were over-reported in the VMS by \$543 over the eight-month period (see Table 1). As illustrated in the chart, the final variance of \$543 is comprised of both under and over reporting throughout each month of the review.

All Other Vouchers HAP			
Table 3	Reported	Validated	Difference
Apr-16	76,264	76,255	9
May-16	78,428	75,221	3,207
Jun-16	78,460	77,481	979
Jul-16	76,436	76,881	-445
Aug-16	76,596	77,174	-578
Sep-16	75,214	77,798	-2,584
Oct-16	77,853	76,567	1,286
Nov-16	75,565	76,896	-1,331
12 Month Total	614,816	614,273	543

Cause: There are likely adjustments that were not noted or able to be determined by QAD staff; representing the great majority of variances noted in Table 3 above.

VMS Validation Remote Report - MI080

The VMS User's Manual provides detailed information for reporting on the following line item:

All Other Vouchers (AOV) HAP: Total HAP expenses incurred for all other vouchers reported in the Units section, for contracts in effect on the first day of the month, are reported on the AOV HAP line in VMS. Do not include any HAP expenses already reported in ANY other Voucher HAP Expense categories or for FSS Escrow Deposits.

Effect: HUD relies on VMS data to effectively monitor the status of the PHA's HCV program and to calculate the HCV funding that is allocated each year to the PHAs. Inaccurate VMS information may impact the PHA financially as it is critical for ensuring correct program funding. Notice PIH 2010-16 emphasizes that, "The VMS is a critical data system that is used for a variety of major functions, including budget formulation, utilization analysis and funding allocations. As such, accuracy of the data is extremely important." Additionally, HUD uses the HCV data contained in VMS to provide reports on the HCV program to Congress.

Recommended Corrective Action : The PHA shall review the variances as noted in the table above and liaise with the POC of this report to come to a consensus on required edits to MI080's VMS submissions. QAD believes that adjustments made subsequent to the initial report but not available in the provided source documentation are the primary reason(s) for variance. For those variances likely due to adjustments that QAD was unable to track, we recommend either providing the additional source documentation or adjusting VMS to reflect current source documentation.

Concern No. 3: Number of vouchers issued but not under HAP contract on the last day of the month could not be validated.

Condition: Source documentation was not sufficiently available to support the PHA's number of new seekers reported in VMS for the entire review period.

VO Issued but not Under HAP on Last Day of Month			
Table 11	Reported	Validated	Difference
Apr-16	7	NA	7
May-16	5	NA	5
Jun-16	0	NA	0
Jul-16	6	NA	6
Aug-16	0	NA	0
Sep-16	8	NA	8
Oct-16	6	NA	6
Nov-16	2	NA	2
8 Month Total	34	UNKNOWN	34

Cause: As established in PIH-Notice 2010-16, PHAs must report the Number of vouchers issued but not under active HAP contracts as of the last day of the month. The notice also clarifies that "This figure excludes vouchers issued to participants who are currently under a

VMS Validation Remote Report - MI080

HAP contract in one unit but have been issued a voucher to search for another unit to which they intend to move with continued voucher assistance”.

Further, the VMS User’s Manual, requires PHA’s to report the total cumulative number of new vouchers issued for all categories and not yet under HAP contract as of the last day of the reporting period. Like the notice verbiage in the preceding paragraph, this number excludes vouchers issued to participants who are currently under a HAP contract in one unit but have even issued a voucher to search for an alternative accommodation.

MI080 entered this information into VMS, but QAD was unable to use the supporting documentation to validate this information. This line item requires specific tracking to ensure that vouchers are still active or under lease at the time for VMS reporting.

Effect: For planning purposes this is vital information used to assist in establishing the HAP liability for those vouchers issued but not under HAP contract yet. This aides both HUD and the PHA in projecting future voucher utilization efforts and also assists in the projection of funding shortfalls by inserting this data in the HCV Utilization tool. For FFY17 with probable prorations of HAP imminent, it is vital for the effective use of the Two-Year Tool to have this line item correctly populated.

Recommended Corrective Action: QAD will provide a “best practices” tracking spreadsheet concurrent with the release of this report. During the period that MI080 has to provide feedback on these concerns, the POC of this report shall explain the mechanics and useage of the vouchers on the street spreadsheet.

Concern No. 4: Number of Project-Based Vouchers under AHAP and not under HAP were not reported and could not be validated.

Condition: MI080 failed to report (or sporadically reported) the number of vouchers under AHAP and not under HAP for several months preceding, during, and after the review period.

No. of PBV Under AHAP and Not Under HAP			
Table 4	Reported	Validated	Difference
Apr-16	0	NA	0
May-16	0	NA	0
Jun-16	0	NA	0
Jul-16	0	NA	0
Aug-16	0	NA	0
Sep-16	0	NA	0
Oct-16	23	NA	23
Nov-16	23	NA	23
12 Month Total	46	Unknown	46

Cause: The PHA did not report this field from April-September 2016. Significant talks occurred with MI080 staff concerning this line item.

VMS Validation Remote Report - MI080

The PHA provided contracts for newly executed units that occurred immediately before and during this review period. It is noted that in April 2016, the department rolled out new Project Based line items in VMS concurrent with new Rental Assistance Demonstration lines. MI080 simply did not implement new protocols to track and report information related to this line item.

The VMS User's Manual provides some information for reporting on this line item:

Number of PBVs Under AHAP and Not Under HAP: Total number of PBVs under AHAP only. These units are not reported in any other field

Effect: While PIH notice 2015-05 states this line item is for information purposes only and does not impact the PHA's administrative fee or budget calculations, the notice does go on to state – *"The Department uses VMS data for budget formulation, cash management, monitoring, determining renewal funding levels, and funding-related factors under the Section Eight Management Assessment Program (SEMAP). Therefore, it is imperative that PHAs comply with VMS reporting requirements and timelines, ensuring that the information submitted is both timely and accurate."*

Corrective Action: MI080 shall gain continuity on when their units under PBV guidelines – and specifically those under AHAP and not under HAP came on line and begin tracking them within their VMS protocols. MI080 shall hard edit – beginning in April 2016 to present day – the correct number of units for this VMS field and ensure correct tallies moving forward.

The PHA should make necessary VMS corrections within 30 days from the date of this report and notify David L. Peters at David.Peters@hud.gov when the identified discrepancies have been corrected.

If identified reporting discrepancies and their cause are not corrected they may result in a finding(s) which could subsequently initiate funding recalculation.

Tenant File Review

As part of the QAD review protocol, QAD staff is required to conduct a comparison between HAP expenses as reported in PIC on HUD Form 50058 and the PHA's check register. The QAD reviewer randomly selected a sample of eight (8) files to determine the accuracy of HAP paid to landlords and utility reimbursements made to tenants. For all the case files, the PHA HAP payment records were used as supporting documentation to verify the amount of HAP paid to the landlords, and the amount of utility allowance reimbursements paid to the participating voucher holder. Upon review of the records it was determined that all HAP and Utility reimbursements were accurate and consistent with HAP amounts reported in PIC.

VMS Validation Remote Report - MI080

Technical Assistance

QA Staff had the opportunity to talk about FFY17 funding and the PHA's need to use the HCV Utilization tool (2-year tool) to guide their prospective leasing decisions. MI080 has recently contracted with a consultant to improve their operations and specifically to effectively use the advanced features of the 2-year tool.

Additionally, even though it was noted above as a Concern, QAD had the opportunity to speak with PHA staff concerning the specifics of Project Based Voucher reporting in VMS. The changes brought about by the VMS format change in April 2016 as well as RAD conversions occurring throughout the industry highlight the need for proper understanding of Project Based line items in the VMS reporting system.

It is noted that PHA staff were involved in the review process and used the review as a vehicle to improve their operations. Their attitude and work were appreciated by QAD staff.

To keep abreast of program requirements, training opportunities and updates of ever changing VMS reporting guidelines, PHA staff were encouraged to obtain quick access to other useful information from HUD website "PIH One-Stop Tool for PHAs" located at:

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

(If you are unable to open the link, please copy and paste to your internet browser address field.)

Townsend refiles suit against TCHC

New complaint accuses housing commission of violating state laws while federal court considers part of original suit

BY JORDAN TRAVIS jtravis@record-eagle.com

Jul 1, 2017

TRAVERSE CITY — A Traverse City activist and public housing resident is renewing her legal challenge in 13th Circuit Court against the Traverse City Housing Commission.

The move comes after U.S. District Court Judge Robert Jonker in May said he'd hear federal civil rights claims in Riverview Terrace resident Priscilla Townsend's original case. They concern whether or not the housing commission violated Townsend's free speech rights by threatening to evict her and others if she didn't take down signs supporting a city ballot initiative, as previously reported. But Jonker opted not to use supplemental jurisdiction over claims in the case relating to state law, court documents show.

The housing commission threatened to evict her from Riverview Terrace, a federally subsidized low-income housing development, as retaliation for her support of the initiative, Townsend's attorney Grant Parsons contended. Housing commissioners opposed the initiative via resolution shortly before she and others posted the signs.

But the government body's actions didn't stop there, Parsons said. The complaint, filed Friday in circuit court, accuses the housing commission and an as-yet-unnamed individual of intentionally inflicting emotional distress, violating her equal protection and due process rights and singling her out for her political speech.

It also accuses housing commissioners of slandering Townsend by calling her a bully, and of interfering with her nomination to the housing commission — city commissioners eventually appointed another Riverview Terrace resident after failing to act on Mayor Jim Carruthers' initial recommendation in November 2016 to appoint Townsend.

"They can violate a lot of laws if they really screw up, and they did, in this case they did," Parsons said.

The two separate but related cases will continue on parallel tracks, Parsons said. Townsend is seeking monetary damages in civil court, but more importantly she and Parsons want a declaration that what they're accusing the housing commission of is illegal.

"Poor people have the same speech rights everybody else has," Parsons said.

Housing commission Executive Director Tony Lentych said he hadn't seen the complaint yet and couldn't comment on it. Dan White, the commission's attorney, advised its members last week to expect Townsend to refile in local court, Lentych added.

White said he also hasn't seen the circuit court complaint and couldn't comment on it.

He is reviewing the amended federal court complaint, however, and will ask the judge to dismiss three of its five counts, he said. Two deal with similar claims that the housing commission violated Townsend's equal protection rights and treated her as a class of one, but White asserted the complaint fails to make a claim a judge could act upon in both cases.

The judge should also dismiss a count accusing the housing commission of violating Townsend's due process rights, White asserted.

"She's essentially claiming that she was denied the right to an eviction hearing," he said. "But we withdrew the eviction, so why would we have an eviction hearing if we withdrew the eviction?"

The legal battle stems from the housing commission's 30-day notices it sent to Townsend and 14 other Riverview Terrace residents within a day of their posting paper pumpkins reading "YES 3" in their windows on Halloween of 2016. The signs referred to Proposal 3, a ballot initiative asking city residents to amend the city charter to require a vote on new tall buildings.

Lentych previously said the signs violated lease rules, but the American Civil Liberties Union of Michigan sent the housing commission a letter in November 2016 warning that the government body's sign policy and the eviction notices appear to infringe on residents' free speech rights.