



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, September 23, 2016 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

September 23, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, SEPTEMBER 23, 2016 AT 8:00 A.M.**

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

POSTED: SEPTEMBER 21, 2016

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 August 26, 2016 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for August 2016 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- C. *Review & Approval of Payment of Invoices for September 2016* – Approval Recommended.
- D. *Review & Acceptance of Financial Statements for August 2016* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: September 16, 2016
- B. Governance Committee: September 21, 2016
- C. Communication & Outreach Committee: September 21, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. Strategic Planning: Update on Organizational Charts
- B. 2017 Consolidated Budget: Review
- C. TCHC Policy Review Schedule: Update
- D. Executive Director Annual Review: Update

VIII NEW BUSINESS

- A. Pet Policy Introduction
- B. Personnel Policy Review Part Two
- C. HUD Fair Market Rents
- D. HUD HCV Payment Standards
- E. FSS Action Plan
- F. New Deputy Director Acknowledgement
- G. SPECIAL MEETING: Implications of Proposition 3 on Public Housing

IX CORRESPONDENCE

- A. None

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, October 28, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

August 26, 2016 Regular Meeting Minutes

Schedule of Disbursements for August 2016 for Public Housing

Schedule of Disbursements for August 2016 for HCV Section 8 Programs

Invoices for September 2016

Financial Statements for August 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission
August 26, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:04 a.m.

I **ROLL CALL**

The following Commissioners were present: Andy Smits, Kay Serratelli, Jo Simerson, Brian Haas, and Richard Michael.

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Deputy Director; and Kari Massa Program Manager.

Residents: Ellen Corcoran, Michelle St. Amant, and Priscilla Townsend.

II **APPROVAL OF AGENDA**

Commissioner Smits moved (Michael support) be amended to include a new item to be included New Business – Item D: Discussion of the Petition to amend City Charter. The motion was unanimously approved.

III **PUBLIC COMMENT**

None.

IV **CONSENT AGENDA**

Commissioner Serratelli moved (Simerson support) to approve the Consent Calendar as presented. The motion was unanimously approved.

- A. Meeting Minutes of the June 24, 2016 Annual Commission Meeting.
- B. Schedule of Disbursements for June & July 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for July & August 2016.
- D. Financial Statements for June & July 2016.

V **COMMITTEE REPORTS**

- A. The meeting minutes of the August 19 & August 22, 2016 Executive & Governance Committee meetings were presented. There was no discussion.
- B. The meeting minutes of the August 23, 2016 Governance Committee were presented. There was no discussion.
- C. The meeting minutes of the July 27, 2016 Communication & Outreach Committee meeting were presented. Staff reported that the Stump Carving project was complete.
- D. The meeting minutes of the August 25, 2016 of the Finance & Compliance Committee meeting were presented. There was no discussion.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director’s Report: Lentych was asked about possible arsenic contamination at one of the potential development sites.
- B. Family Self-Sufficiency Report: The process for the adoption of the updates FSS Action Plan was discussed. Public Housing residents are being proposed to be eligible participants in the updated plan.
- C. Resident Council Report: There were no comments or questions.

VII OLD BUSINESS

- A. The final FY 2016 Consolidated Budget was presented and briefly discussed along with the first month of the FY 2017 Consolidated Budget.
- B. TCHC Policy Review Schedule was presented.
- F. Executive Director Annual Review: The Executive Committee continues there review.
- G. TAHDCO was briefly discussed and it was noted that all past state filings have been submitted. Updates will continue as they are known.

VIII NEW BUSINESS

- A. The new Social Media & Electronic Communications Policy was presented and discussed. Commission Smits moved (Serratelli support) that the Social Media & Electronic Communications Policy be adopted as presented and reviewed by our attorney.

Roll call

Hass	Yes
Michael	Yes
Serratelli	Yes
Simerson	Yes
Smits	Yes

- The resolution was unanimously adopted.
- B. The updated Inventory Policy was presented and discussed. Commissioner Michael moved (Serratelli support) that the Inventory Policy be adopted as presented

Roll call

Hass	Yes
Michael	Yes
Serratelli	Yes
Simerson	Yes
Smits	Yes

- The resolution was unanimously adopted.
- C. Part One of the Personnel Policy was presented and discussed. Due to upcoming changes in staff, it was decided to focus on the “Leave” section of the policy. The Commission approved the changes and general direction of this section regarding personal time, floating holidays, and the office holiday schedule.
- D. Proposition 3 is a proposed amendment to the City Charter Amendment and is scheduled to be voted upon by the public in November. Commissioner Smits recommended the Housing Commission provide an informed statement of our position. It was decided that the

Executive Committee will meet, review all options, and report back to the Commission next month. The goal is to educate the public on tax credits, building heights, and affordable housing.

IX CORRESPONDENCE

- A. TCHC Application for Employment and Release for Background Check.
- B. Letter from Smith & Klaczkiewicz on Annual Audit.
- C. Letter from State of Michigan on Landlord Security Deposit Bond increase.
- D. Letter from HUD on FSS Renewal Grant Funding.

X PUBLIC COMMENT

General: Ellen Corcoran, Priscilla Townsend, and Michelle St. Amant.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Smits moved (Simerson support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 9:43 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/02/2016	ADJST	Anthony Lentych	2,353.67		177,230.13
08/02/2016	ADJST	Kari Massa	1,167.05		176,063.08
08/02/2016	ADJST	JoAnn Turnbull	559.59		175,503.49
08/02/2016	ADJST	Joseph Battaglia	276.98		175,226.51
08/02/2016	ADJST	David Gourlay	977.43		174,249.08
08/02/2016	DEP			6,451.59	180,700.67
08/02/2016	DEP			7,250.20	187,950.87
08/04/2016	DEP			17,314.00	205,264.87
08/05/2016	ADJST	IRS	1,889.59		203,375.28
08/05/2016	EFT			2,200.00	205,575.28
08/05/2016	DEP			3,461.00	209,036.28
08/08/2016	DEP			6,600.00	215,636.28
08/10/2016	036569	CynergyComm.net,Inc	9.30		215,626.98
08/10/2016	036570	Staples Business Advantage	192.49		215,434.49
08/10/2016	036571	Republic Services #239	390.00		215,044.49
08/10/2016	036572	Guardian Medical Monitoring	14.95		215,029.54
08/10/2016	036573	Flex Administrators, Inc.	75.00		214,954.54
08/10/2016	036574	Housing Data Systems	245.50		214,709.04
08/10/2016	036575	Grand Traverse County DPW	483.00		214,226.04
08/10/2016	036576	City Of Traverse City	226.67		213,999.37
08/10/2016	036577	Cardmember Service	1,149.60		212,849.77
08/10/2016	036578	Charter Communications	184.97		212,664.80
08/10/2016	036579	City Of Traverse City	249.76		212,415.04
08/10/2016	036580	Total Attention	4,480.00		207,935.04
08/10/2016	036581	Integrated Payroll Services, Inc.	100.90		207,834.14
08/10/2016	036582	Kelly Services, Inc.	2,629.92		205,204.22
08/10/2016	036583	Leelanau Enterprise	71.50		205,132.72
08/10/2016	036584	Ace Hardware	34.46		205,098.26
08/10/2016	036585	Anthony Lentych	52.27		205,045.99
08/10/2016	036586	Save Carpet USA	3,105.00		201,940.99
08/10/2016	036587	David Gourlay	99.80		201,841.19
08/10/2016	036588	Grand Traverse Cty. Treasurer	44.94		201,796.25
08/10/2016	036589	Verizon Wireless	94.08		201,702.17
08/10/2016	036590	Charter Communications	3,001.15		198,701.02
08/10/2016	036591	Housing Authority Accounting	1,099.41		197,601.61
08/10/2016	036592	A T & T	225.45		197,376.16
08/10/2016	036593	Great Lakes Business Systems, Inc.	119.22		197,256.94
08/10/2016	036594	Sondee, Racine & Doren, P.L.C.	48.00		197,208.94
08/10/2016	036595	Traverse City Record Eagle	1,593.00		195,615.94
08/10/2016	036596	TC Millworks	533.00		195,082.94

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/10/2016	036597	Engineered Protection Systems Inc	123.54		194,959.40
08/10/2016	036598	City Of Traverse City	185.00		194,774.40
08/10/2016	036599	DTE ENERGY	50.00		194,724.40
08/11/2016	036600	Void			194,724.40
08/11/2016	036600	**VOID** Void			194,724.40
08/11/2016	036601	Earl Hill Electric LLC	304.40		194,420.00
08/12/2016	036602				194,420.00
08/12/2016	036602	**VOID**			194,420.00
08/14/2016	036603	Scott Kuefler	4,400.00		190,020.00
08/16/2016	ADJST	Anthony Lentych	2,353.64		187,666.36
08/16/2016	ADJST	Kari Massa	1,167.05		186,499.31
08/16/2016	ADJST	JoAnn Turnbull	559.57		185,939.74
08/16/2016	ADJST	Joseph Battaglia	276.98		185,662.76
08/16/2016	ADJST	David Gourlay	1,043.83		184,618.93
08/18/2016	DEP			300.00	184,918.93
08/18/2016	DEP			1,924.18	186,843.11
08/18/2016	036604	VOID			186,843.11
08/18/2016	036605	VOID			186,843.11
08/18/2016	036606	VOID			186,843.11
08/19/2016	EFT	IRS	1,917.17		184,925.94
08/19/2016	036607	Evola Music	2,325.00		182,600.94
08/22/2016	ADJST	state of MI	743.72		181,857.22
08/26/2016	DEP			3,570.52	185,427.74
08/26/2016	036608	Speedwrench, Inc.	585.00		184,842.74
08/26/2016	036609	Total Attention	4,091.89		180,750.85
08/26/2016	036610	Save Carpet USA	2,522.00		178,228.85
08/26/2016	036611	Kuhn Rogers PLC	418.00		177,810.85
08/26/2016	036612	Networks Northwest	1,000.00		176,810.85
08/26/2016	036613	D & W Mechanical	191.70		176,619.15
08/26/2016	036614	Priority Health	5,517.44		171,101.71
08/26/2016	036615	DTE ENERGY	118.77		170,982.94
08/26/2016	036616	Vision Service Plan	134.00		170,848.94
08/26/2016	036617	Home Depot Credit Services	205.30		170,643.64
08/26/2016	036618	Wilmar	451.20		170,192.44
08/26/2016	036619	Safety Net	619.00		169,573.44
08/26/2016	036620	Nuisance Animal Control	145.00		169,428.44
08/26/2016	036621	SAM'S CLUB	489.75		168,938.69
08/26/2016	036622	McCardel Water Conditioning	77.00		168,861.69
08/26/2016	036622	**VOID** McCardel Water Conditioning	(77.00)		168,938.69
08/26/2016	036623	Northwest Lock, Inc.	42.50		168,896.19 ¹⁴

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/26/2016	036624	Lautner Irrigation	5.55		168,890.64
08/26/2016	036625	City Of Traverse City	8,621.24		160,269.40
08/26/2016	036626	A T & T	122.40		160,147.00
08/26/2016	036627	Environmental Pest Control	270.00		159,877.00
08/26/2016	036628	Kelly Services, Inc.	4,669.28		155,207.72
08/26/2016	036629	NAHRO	622.50		154,585.22
08/26/2016	036630	JoAnn Turnbull	231.35		154,353.87
08/26/2016	036632	Joseph Battaglia	31.32		154,322.55
08/26/2016	036633	Grand Traverse Cty. Treasurer	44.94		154,277.61
08/26/2016	036634	McCardel Water Conditioning	59.00		154,218.61
08/30/2016	ADJST	Anthony Lentych	2,353.66		151,864.95
08/30/2016	ADJST	Kari Massa	1,167.06		150,697.89
08/30/2016	ADJST	JoAnn Turnbull	559.59		150,138.30
08/30/2016	ADJST	Joseph Battaglia	284.17		149,854.13
08/30/2016	ADJST	David Gourlay	1,048.95		148,805.18
08/30/2016	036635	Thomas P. Licavoli	1,670.00		147,135.18
08/31/2016	DEP			917.00	148,052.18
08/31/2016	DEP			12,353.77	160,405.95
Total:			81,520.11	62,342.26	

Check Register Summary Report

PNC - Section 8

From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2016	EFT			84,660.00	257,033.99
08/01/2016	EFT			8,173.00	265,206.99
08/01/2016	ADJST		61.95		265,145.04
08/01/2016	000180	Sandra Aeschliman	198.00		264,947.04
08/01/2016	000180	Jeana Aiken	373.00		264,574.04
08/01/2016	000180	Jack Anderson	873.00		263,701.04
08/01/2016	000180	Dustin Ansoerge	1,135.00		262,566.04
08/01/2016	000180	Brad Barnes	488.00		262,078.04
08/01/2016	000180	Bay Front Apartments	303.00		261,775.04
08/01/2016	000180	Bay Hill Housing LDHALP	5,293.00		256,482.04
08/01/2016	000180	Bay Hill II Apartments	3,851.00		252,631.04
08/01/2016	000180	Bellaire Senior Apartments	982.00		251,649.04
08/01/2016	000180	Brookside Commons LDHA, LP	1,146.00		250,503.04
08/01/2016	000180	Irma Jean Brownley	436.00		250,067.04
08/01/2016	000180	Carson Square	6,589.00		243,478.04
08/01/2016	000180	Central Lake Townhouses	401.00		243,077.04
08/01/2016	000180	Cherrywood Village Farms, Inc.	2,237.00		240,840.04
08/01/2016	000180	Douglas A. Chichester	600.00		240,240.04
08/01/2016	000180	Jack V. Dean	422.00		239,818.04
08/01/2016	000180	Dmytro Cherkasov	1,079.00		238,739.04
08/01/2016	000180	Shirley Farrell	845.00		237,894.04
08/01/2016	000180	Rent Leelanau, LLC	1,524.00		236,370.04
08/01/2016	000180	Lisa Forbes	489.00		235,881.04
08/01/2016	000180	Steve Forbush	411.00		235,470.04
08/01/2016	000180	Dale E. French	90.00		235,380.04
08/01/2016	000180	French Quarter Apts.	93.00		235,287.04
08/01/2016	000180	G Rentals	750.00		234,537.04
08/01/2016	000180	Michael Glowacki	584.00		233,953.04
08/01/2016	000180	David Grzesiek	370.00		233,583.04
08/01/2016	000180	Habitat for Humanity	65.00		233,518.04
08/01/2016	000180	Harbour Ridge Apts	1,271.00		232,247.04
08/01/2016	000180	Heartwood Enterprises	781.00		231,466.04
08/01/2016	000180	Louis Herman	24.00		231,442.04
08/01/2016	000180	Hillview Terrace	527.00		230,915.04
08/01/2016	000180	Josh Hollister	390.00		230,525.04
08/01/2016	000180	HomeStretch	3,104.00		227,421.04
08/01/2016	000180	Caroline Hupp	223.00		227,198.04
08/01/2016	000180	Joseph and Marion Fasel	358.00		226,840.04
08/01/2016	000180	Donna Kalchik	306.00		226,534.04
08/01/2016	000180	Darren LaCharite	512.00		226,022.04 ¹⁶

Check Register Summary Report

PNC - Section 8

From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2016	000180	Sidney Lammers	745.00		225,277.04
08/01/2016	000180	Legendary Rentals, LLC	555.00		224,722.04
08/01/2016	000180	Jeffrey R. Lenten	421.00		224,301.04
08/01/2016	000180	John J. Lewis	872.00		223,429.04
08/01/2016	000180	Don E. Lint	393.00		223,036.04
08/01/2016	000180	Juan Maldonado	400.00		222,636.04
08/01/2016	000180	Mathews Trust	766.00		221,870.04
08/01/2016	000180	McLain Management	462.00		221,408.04
08/01/2016	000180	James & Tamela Moquin	509.00		220,899.04
08/01/2016	000180	Northwest Michigan Supportive	418.00		220,481.04
08/01/2016	000180	Oak Park Apts	2,002.00		218,479.04
08/01/2016	000180	Oak Terrace Apts	1,021.00		217,458.04
08/01/2016	000180	Gerald Oliver Revocable Trust	900.00		216,558.04
08/01/2016	000180	P Avium Associates, Inc.	506.00		216,052.04
08/01/2016	000180	Daniel G. Pohlman	1,427.00		214,625.04
08/01/2016	000180	Douglas L. Porter	438.00		214,187.04
08/01/2016	000180	Phillip Putney	630.00		213,557.04
08/01/2016	000180	Thomas Raven	506.00		213,051.04
08/01/2016	000180	Adele M. Reiter	995.00		212,056.04
08/01/2016	000180	Timothy Rice	429.00		211,627.04
08/01/2016	000180	Robert F. Follett	833.00		210,794.04
08/01/2016	000180	Sabin Pond Apartments LLC	626.00		210,168.04
08/01/2016	000180	John Sarya	359.00		209,809.04
08/01/2016	000180	Eldon Schaub	388.00		209,421.04
08/01/2016	000180	Gerald Sieggreen	670.00		208,751.04
08/01/2016	000180	SILVER SHORES MHC	176.00		208,575.04
08/01/2016	000180	Douglas & Julia Slack	327.00		208,248.04
08/01/2016	000180	22955 Investments LLC	4,071.00		204,177.04
08/01/2016	000180	Carl Sumner	564.00		203,613.04
08/01/2016	000180	Traverse City Property Management	353.00		203,260.04
08/01/2016	000180	TCR Investments, LLC	981.00		202,279.04
08/01/2016	000180	Wendy Teagan	456.00		201,823.04
08/01/2016	000180	Tradewinds Terrace Apts	253.00		201,570.04
08/01/2016	000180	Village Glen Apartments	8,613.00		192,957.04
08/01/2016	000180	Woda Boardman Lake LDHA.LP	3,364.00		189,593.04
08/01/2016	000180	Catherine L. Wolfe	524.00		189,069.04
08/01/2016	000180	Woodmere Ridge Apartments LDHA	5,090.00		183,979.04
08/01/2016	000180	Theodore V. Zachman	795.00		183,184.04
08/01/2016	000180	Ann Zenner	443.00		182,741.04
08/01/2016	000180	Barb Zupin	1,130.00		181,611.04

Check Register Summary Report

PNC - Section 8

From: 08/01/2016 To: 08/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/02/2016	DEP			25.00	181,636.04
08/10/2016	022928	Cherryland Electric Cooperative	134.00		181,502.04
08/10/2016	022929	City Of Traverse City	161.00		181,341.04
08/10/2016	022930	Consumers Energy	79.00		181,262.04
08/10/2016	022931	DTE ENERGY	195.00		181,067.04
08/10/2016	022932	Holtons LP Gas Fife Lake	21.00		181,046.04
08/26/2016	022933	Traverse City Housing Commission	9,969.44		171,076.60
08/26/2016	022934	Chase Bank	783.55		170,293.05
Total:			94,938.94	92,858.00	

Check Register Summary Report

Chemical Bank

From: 09/01/2016 To: 09/21/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	DEP			5,358.00	165,763.95
09/02/2016	EFT	IRS	1,921.56		163,842.39
09/06/2016	DEP			5,961.59	169,803.98
09/06/2016	DEP			7,550.00	177,353.98
09/06/2016	DEP			1,498.00	178,851.98
09/09/2016	DEP			3,629.12	182,481.10
09/12/2016	036636	Sondee, Racine & Doren, P.L.C.	96.00		182,385.10
09/12/2016	036637	CTM Engineering LLC	500.00		181,885.10
09/12/2016	036638	HBC Contracting	150.00		181,735.10
09/12/2016	036639	CynergyComm.net,Inc	12.23		181,722.87
09/12/2016	036640	McCardel Water Conditioning	8.00		181,714.87
09/12/2016	036641	Sherwin Williams Co.	32.36		181,682.51
09/12/2016	036642	Holiday Fleet	9.87		181,672.64
09/12/2016	036643	Great Lakes Business Systems, Inc.	128.08		181,544.56
09/12/2016	036644	Grand Traverse County DPW	483.00		181,061.56
09/12/2016	036645	Integrated Payroll Services, Inc.	139.35		180,922.21
09/12/2016	036646	City Of Traverse City	249.76		180,672.45
09/12/2016	036647	City of Traverse City	192.58		180,479.87
09/12/2016	036648	Kelly Services, Inc.	1,478.31		179,001.56
09/12/2016	036649	Housing Authority Accounting	1,571.91		177,429.65
09/12/2016	036650	A T & T	210.44		177,219.21
09/12/2016	036651	Earl Hill Electric LLC	129.45		177,089.76
09/12/2016	036652	Charter Communications	3,001.87		174,087.89
09/12/2016	036653	Engineered Protection Systems Inc	202.71		173,885.18
09/12/2016	036654	Verizon Wireless	97.66		173,787.52
09/12/2016	036655	Kari Massa	44.09		173,743.43
09/12/2016	036656	Ace Welding & Machine Inc	23.50		173,719.93
09/12/2016	036657	John DeWeese	87.75		173,632.18
09/12/2016	036658	David Gourlay	175.50		173,456.68
09/12/2016	036659	Total Attention	2,485.00		170,971.68
09/12/2016	036660	Charter Communications	184.09		170,787.59
09/12/2016	036661	Ace Hardware	59.76		170,727.83
09/12/2016	036662	Guardian Medical Monitoring	14.95		170,712.88
09/12/2016	036663	Cardmember Service	845.75		169,867.13
09/13/2016	ADJST	Anthony Lentych	2,353.62		167,513.51
09/13/2016	ADJST	Kari Massa	1,167.05		166,346.46
09/13/2016	ADJST	JoAnn Turnbull	559.58		165,786.88
09/13/2016	ADJST	Joseph Battaglia	161.99		165,624.89
09/13/2016	ADJST	David Gourlay	967.21		164,657.68
09/13/2016	036664	Aflac	121.86		164,535.82

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 09/01/2016 To: 09/21/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/13/2016	036665	City Of Traverse City	118.00		164,417.82
09/13/2016	036666	DTE ENERGY	72.00		164,345.82
09/14/2016	036667	Thomas P. Licavoli	1,370.00		162,975.82
09/16/2016	EFT	IRS	1,848.13		161,127.69
09/19/2016					161,127.69
09/20/2016	EFT	State of MI	807.30		160,320.39
09/20/2016		Snap! Quick Print	200.71		160,119.68
09/20/2016		Ginop Sales, Inc.	469.72		159,649.96
09/20/2016		Phada	625.00		159,024.96
09/20/2016		Priority Health	5,517.44		153,507.52
09/20/2016		Simone Masonry	1,200.00		152,307.52
09/20/2016		Kelly Services, Inc.	746.22		151,561.30
09/20/2016		Twin Bay Glass Inc.	268.50		151,292.80
09/20/2016		Northern Michigan Glass	227.50		151,065.30
09/20/2016		D & W Mechanical	275.00		150,790.30
09/20/2016		City Of Traverse City	10,278.60		140,511.70
09/20/2016		Safety Net	619.00		139,892.70
09/20/2016		Total Attention	11,619.11		128,273.59
09/20/2016		Environmental Pest Control	270.00		128,003.59
09/20/2016		John DeWeese	53.60		127,949.99
09/20/2016		A T & T	120.20		127,829.79
09/20/2016		Republic Services #239	426.00		127,403.79
09/20/2016		Kelly Services, Inc.	1,474.28		125,929.51
09/20/2016		Save Carpet USA	2,959.00		122,970.51
09/20/2016		Dept of Licensing & Regulatory Affairs	445.00		122,525.51
09/20/2016		Kuhn Rogers PLC	227.00		122,298.51
09/20/2016		Kuhn Rogers PLC	1,101.82		121,196.69
09/20/2016		Great Lakes Business Systems, Inc.	125.00		121,071.69
09/20/2016		Traverse City Record Eagle	38.00		121,033.69
09/20/2016		CBC Innovis, Inc.	65.60		120,968.09
09/20/2016		All American Investment Group	8,850.00		112,118.09
09/21/2016		Wheelock & Sons Welding, Inc.	2,240.00		109,878.09
09/21/2016		DTE ENERGY	133.19		109,744.90
09/21/2016		Home Depot Credit Services	667.35		109,077.55
Total:			75,325.11	23,996.71	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2016 To: 09/21/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	EFT	HUD		82,651.00	252,944.05
09/01/2016	EFT	HUD		8,173.00	261,117.05
09/01/2016	000181	Sandra Aeschliman	198.00		260,919.05
09/01/2016	000181	Jeana Aiken	373.00		260,546.05
09/01/2016	000181	Jack Anderson	873.00		259,673.05
09/01/2016	000181	Dustin Ansoerge	1,135.00		258,538.05
09/01/2016	000181	Brad Barnes	557.00		257,981.05
09/01/2016	000181	Bay Front Apartments	303.00		257,678.05
09/01/2016	000181	Bay Hill Housing LDHALP	4,658.00		253,020.05
09/01/2016	000181	Bay Hill II Apartments	3,924.00		249,096.05
09/01/2016	000181	Bellaire Senior Apartments	631.00		248,465.05
09/01/2016	000181	Brookside Commons LDHA, LP	1,146.00		247,319.05
09/01/2016	000181	Irma Jean Brownley	436.00		246,883.05
09/01/2016	000181	Carson Square	6,138.00		240,745.05
09/01/2016	000181	Central Lake Townhouses	401.00		240,344.05
09/01/2016	000181	Cherrywood Village Farms, Inc.	2,237.00		238,107.05
09/01/2016	000181	Douglas A. Chichester	600.00		237,507.05
09/01/2016	000181	Jack V. Dean	422.00		237,085.05
09/01/2016	000181	Dmytro Cherkasov	1,079.00		236,006.05
09/01/2016	000181	Shirley Farrell	845.00		235,161.05
09/01/2016	000181	Rent Leelanau, LLC	1,524.00		233,637.05
09/01/2016	000181	Lisa Forbes	489.00		233,148.05
09/01/2016	000181	Dale E. French	90.00		233,058.05
09/01/2016	000181	French Quarter Apts.	93.00		232,965.05
09/01/2016	000181	G Rentals	750.00		232,215.05
09/01/2016	000181	Michael Glowacki	640.00		231,575.05
09/01/2016	000181	David Grzesiek	370.00		231,205.05
09/01/2016	000181	Habitat for Humanity	65.00		231,140.05
09/01/2016	000181	Harbour Ridge Apts	1,271.00		229,869.05
09/01/2016	000181	Heartwood Enterprises	781.00		229,088.05
09/01/2016	000181	Louis Herman	24.00		229,064.05
09/01/2016	000181	Hillview Terrace	527.00		228,537.05
09/01/2016	000181	Josh Hollister	390.00		228,147.05
09/01/2016	000181	HomeStretch	3,067.00		225,080.05
09/01/2016	000181	Caroline Hupp	223.00		224,857.05
09/01/2016	000181	Joseph and Marion Fasel	358.00		224,499.05
09/01/2016	000181	Donna Kalchik	306.00		224,193.05
09/01/2016	000181	Sidney Lammers	745.00		223,448.05
09/01/2016	000181	Legendary Rentals, LLC	555.00		222,893.05
09/01/2016	000181	Jeffrey R. Lenten	421.00		222,472.05

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2016 To: 09/21/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	000181	John J. Lewis	872.00		221,600.05
09/01/2016	000181	Don E. Lint	393.00		221,207.05
09/01/2016	000181	Juan Maldonado	400.00		220,807.05
09/01/2016	000181	Mathews Trust	766.00		220,041.05
09/01/2016	000181	McLain Management	462.00		219,579.05
09/01/2016	000181	James & Tamela Moquin	509.00		219,070.05
09/01/2016	000181	Northwest Michigan Supportive	418.00		218,652.05
09/01/2016	000181	Oak Park Apts	1,824.00		216,828.05
09/01/2016	000181	Oak Terrace Apts	1,021.00		215,807.05
09/01/2016	000181	Gerald Oliver Revocable Trust	900.00		214,907.05
09/01/2016	000181	P Avium Associates, Inc.	506.00		214,401.05
09/01/2016	000181	Daniel G. Pohlman	1,427.00		212,974.05
09/01/2016	000181	Douglas L. Porter	438.00		212,536.05
09/01/2016	000181	Phillip Putney	630.00		211,906.05
09/01/2016	000181	Thomas Raven	506.00		211,400.05
09/01/2016	000181	Adele M. Reiter	995.00		210,405.05
09/01/2016	000181	Timothy Rice	429.00		209,976.05
09/01/2016	000181	Robert F. Follett	1,000.00		208,976.05
09/01/2016	000181	Sabin Pond Apartments LLC	626.00		208,350.05
09/01/2016	000181	John Sarya	359.00		207,991.05
09/01/2016	000181	Eldon Schaub	388.00		207,603.05
09/01/2016	000181	Gerald Sieggreen	670.00		206,933.05
09/01/2016	000181	SILVER SHORES MHC	161.00		206,772.05
09/01/2016	000181	Douglas & Julia Slack	327.00		206,445.05
09/01/2016	000181	22955 Investments LLC	4,110.00		202,335.05
09/01/2016	000181	Carl Sumner	630.00		201,705.05
09/01/2016	000181	Traverse City Property Management	353.00		201,352.05
09/01/2016	000181	TCR Investments, LLC	1,020.00		200,332.05
09/01/2016	000181	Wendy Teagan	456.00		199,876.05
09/01/2016	000181	Tradewinds Terrace Apts	253.00		199,623.05
09/01/2016	000181	Village Glen Apartments	8,411.00		191,212.05
09/01/2016	000181	Woda Boardman Lake LDHA.LP	3,301.00		187,911.05
09/01/2016	000181	Catherine L. Wolfe	524.00		187,387.05
09/01/2016	000181	Woodmere Ridge Apartments LDHA	3,595.00		183,792.05
09/01/2016	000181	Theodore V. Zachman	795.00		182,997.05
09/01/2016	000181	Ann Zenner	497.00		182,500.05
09/01/2016	000181	Barb Zupin	1,177.00		181,323.05
09/13/2016	022935	Cherryland Electric Cooperative	134.00		181,189.05
09/13/2016	022936	City Of Traverse City	426.00		180,763.05
09/13/2016	022937	Consumers Energy	79.00		180,684.05

Check Register Summary Report

PNC - Section 8

From: 09/01/2016 To: 09/21/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/13/2016	022938	DTE ENERGY	809.00		179,875.05
09/13/2016	022939	Holtons LP Gas Fife Lake	21.00		179,854.05
09/21/2016		Traverse City Housing Commission	10,235.42		169,618.63
09/21/2016		Chase Bank	2,229.00		167,389.63
Total:			93,727.42	90,824.00	

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016**

Units	1 Month Ended	2 Months Ended	YEAR TO DATE	ANNUAL	*OVER/UNDER
135	<u>August 31, 2016</u>	<u>August 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,839.00	\$ 61,647.52	\$ 77,500	\$ 465,000	403,352.48
3110.2 - Dwelling Rental-Proj. 2	6,099.00	11,531.00	0	0	(11,531.00)
3120 - Excess Utilities	189.85	309.85	167	1,000	690.15
3190 - Nondwelling Rental	<u>6,998.59</u>	<u>13,997.18</u>	<u>8,583</u>	<u>51,500</u>	<u>37,502.82</u>
Total Rental Income	44,126.44	87,485.55	86,250	517,500	430,014.45
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	<u>29,751.00</u>	<u>44,626.00</u>	<u>41,667</u>	<u>250,000</u>	<u>205,374.00</u>
Total HUD PHA Grants	29,751.00	44,626.00	41,667	250,000	205,374.00
Nonrental Income					
3610 - Interest Income-Gen. Fund	136.54	311.35	450	2,700	2,388.65
3690 - Tenant Income	250.00	708.00	833	5,000	4,292.00
3690.1 - Non-Tenant Income	1,903.38	2,354.09	4,667	28,000	25,645.91
3690.2 - Tenant Income-Cable	<u>2,470.76</u>	<u>4,899.76</u>	<u>4,347</u>	<u>26,080</u>	<u>21,180.24</u>
Total Nonrental Income	4,760.68	8,273.20	10,297	61,780	53,506.80
Total Operating Income	<u>78,638.12</u>	<u>140,384.75</u>	<u>138,214</u>	<u>829,280</u>	<u>688,895.25</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	11,337.66	20,470.46	23,190	139,140	118,669.54
4120 - Compensated Absences	0.00	0.00	250	1,500	1,500.00
4130 - Legal Expense	474.15	607.15	1,083	6,500	5,892.85
4140 - Staff Training	0.00	607.20	667	4,000	3,392.80
4150 - Travel Expense	180.83	498.35	733	4,400	3,901.65
4170 - Accounting Fees	450.16	1,170.32	1,250	7,500	6,329.68
4171 - Auditing	0.00	0.00	500	3,000	3,000.00
4182 - Employee Benefits - Admin	2,955.82	9,155.22	9,258	55,550	46,394.78
4185 - Telephone	604.12	1,017.27	1,100	6,600	5,582.73
4190.1 - Publications	0.00	0.00	167	1,000	1,000.00
4190.2 - Membership Dues and Fees	311.25	311.25	167	1,000	688.75
4190.3 - Admin. Service Contracts	5,570.07	7,327.89	4,217	25,300	17,972.11
4190.4 - Office Supplies	694.22	1,022.23	867	5,200	4,177.77
4190.5 - Other Sundry Expense	1,458.32	1,463.32	1,167	7,000	5,536.68
4190.6 - Advertising	<u>1,664.50</u>	<u>1,915.86</u>	<u>250</u>	<u>1,500</u>	<u>(415.86)</u>
Total Administration	25,701.10	45,566.52	44,866	269,190	223,623.48
Tenant Services					
4220 - Rec., Pub., & Other Services	530.29	697.19	2,500	15,000	14,302.81
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	<u>3,001.15</u>	<u>6,002.66</u>	<u>6,243</u>	<u>37,460</u>	<u>31,457.34</u>
Total Tenant Services	3,531.44	6,699.85	8,743	52,460	45,760.15

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016

Units	1 Month Ended	2 Months Ended	YEAR TO DATE	ANNUAL	*OVER/UNDER
135	<u>August 31, 2016</u>	<u>August 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	
Utilities					
4310 - Water	1,616.70	4,376.75	2,750	16,500	12,123.25
4320 - Electricity	7,714.21	14,995.70	25,000	150,000	135,004.30
4330 - Gas	118.77	366.51	2,583	15,500	15,133.49
Total Utilities	<u>9,449.68</u>	<u>19,738.96</u>	<u>30,333</u>	<u>182,000</u>	<u>162,261.04</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	5,271.49	11,938.13	13,522	81,130	69,191.87
4420 - Materials	1,399.02	9,392.96	3,367	20,200	10,807.04
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	0.00	1,816.82	833	5,000	3,183.18
4430.03 - Snow Removal Contracts	0.00	0.00	667	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	0.00	6,863.51	1,417	8,500	1,636.49
4430.05 - Landscape & Grounds Contracts	8,571.89	9,818.74	833	5,000	(4,818.74)
4430.06 - Unit Turnaround Contracts	1,670.00	5,444.00	1,667	10,000	4,556.00
4430.07 - Electrical Contracts	304.40	304.40	333	2,000	1,695.60
4430.08 - Plumbing Contracts	0.00	0.00	250	1,500	1,500.00
4430.09 - Extermination Contracts	270.00	540.00	583	3,500	2,960.00
4430.10 - Janitorial Contracts	0.00	1,800.00	500	3,000	1,200.00
4430.11 - Routine Maintenance Contracts	900.24	900.24	1,333	8,000	7,099.76
4430.12 - Misc. Contracts	0.00	133.00	1,533	9,200	9,067.00
4431 - Garbage Removal	394.00	949.88	967	5,800	4,850.12
4433 - Employee Benefits - Maint.	1,675.08	6,433.74	6,462	38,770	32,336.26
Total Ordinary Maint. & Oper.	<u>20,456.12</u>	<u>56,335.42</u>	<u>34,267</u>	<u>205,600</u>	<u>149,264.58</u>
General Expense					
4510 - Insurance	2,398.40	4,811.37	5,100	30,600	25,788.63
4520 - Payment in Lieu of Taxes	1,780.00	3,560.00	3,833	23,000	19,440.00
4570 - Collection Losses	0.00	0.00	0	0	0.00
4586 - Interest Expense-CFFP	0.00	0.00	5,333	32,000	32,000.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	0.00	0.00	83	500	500.00
Total General Expense	<u>4,178.40</u>	<u>8,371.37</u>	<u>14,349</u>	<u>86,100</u>	<u>77,728.63</u>
Total Routine Expense	63,316.74	136,712.12	132,558	795,350	658,637.88
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	4,545.00	4,545.00	1,667	10,000	5,455.00
Total Extraordinary Maint.	<u>4,545.00</u>	<u>4,545.00</u>	<u>1,667</u>	<u>10,000</u>	<u>5,455.00</u>
Casualty Losses-Not Cap.					
Total Casualty Losses	0.00	0.00	0	0	0.00
Total Non-Routine Expense	4,545.00	4,545.00	1,667	10,000	5,455.00
Total Operating Expenses	<u>67,861.74</u>	<u>141,257.12</u>	<u>134,225</u>	<u>805,350</u>	<u>664,092.88</u>
Operating Income (Loss)	<u>10,776.38</u>	<u>(872.37)</u>	<u>3,989</u>	<u>23,930</u>	<u>24,802.37</u>

See Accountants' Compilation Report

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016**

Units	1 Month Ended	2 Months Ended	YEAR TO DATE	ANNUAL	*OVER/UNDER
135	<u>August 31, 2016</u>	<u>August 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	
Depreciation Expense					
4800 - Depreciation - Current Year	21,695.94	48,606.53	0	0	(48,606.53)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	21,695.94	48,606.53	0	0	(48,606.53)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	2,325.00	3,330.00	0	0	(3,330.00)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	5,627.00	10,993.00	4,167	25,000	14,007.00
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>(7,952.00)</u>	<u>(14,323.00)</u>	<u>(4,167)</u>	<u>(25,000)</u>	<u>(10,677.00)</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (10,919.56)</u>	<u>\$ (49,478.90)</u>	<u>\$ 3,989</u>	<u>\$ 23,930</u>	<u>\$ 73,409</u>
HUD Net Income (Loss)	<u>\$ 2,824.38</u>	<u>\$ (15,195.37)</u>	<u>\$ (178)</u>	<u>\$ (1,070)</u>	<u>\$ 14,125</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016

Units	1 Month Ended		2 Months Ended				
208	<u>August 31, 2016</u>	<u>PUM</u>	<u>August 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 50.00	0.30	\$ 140.00	0.41	\$ 0	0.00	\$ (140.00)
3603 - Number of Unit Months	169.00	(1.00)	338.00	(1.00)	0	0.00	338.00
3604 - Unit Months - Contra	<u>(169.00)</u>	1.00	<u>(338.00)</u>	1.00	<u>0</u>	0.00	<u>(338.00)</u>
Total Oper. Reserve Income	50.00	0.30	140.00	0.41	0	0.00	(140.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	84,660.00	500.95	169,320.00	500.95	0	0.00	(169,320.00)
3411 - Admin Fee Funding	<u>8,173.00</u>	48.36	<u>16,347.00</u>	48.36	<u>0</u>	0.00	<u>(16,347.00)</u>
Total HUD PHA Grants	92,833.00	549.31	185,667.00	549.31	0	0.00	(185,667.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>92,883.00</u>	549.60	<u>185,807.00</u>	549.72	<u>0</u>	0.00	<u>(185,807.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	3,255.56	19.26	5,804.14	17.17	41,800	0.00	35,995.86
4120 - Compensated Absences	0.00	0.00	0.00	0.00	250	0.00	250.00
4130 - Legal Expense	0.00	0.00	57.00	0.17	2,850	0.00	2,793.00
4140 - Staff Training	0.00	0.00	0.00	0.00	1,710	0.00	1,710.00
4150 - Travel Expense	44.28	0.26	203.80	0.60	1,890	0.00	1,686.20
4170 - Accounting Fees	649.25	3.84	1,298.50	3.84	8,500	0.00	7,201.50
4171 - Auditing	0.00	0.00	0.00	0.00	3,000	0.00	3,000.00
4182 - Employee Benefits - Admin	965.35	5.71	3,360.75	9.94	17,500	0.00	14,139.25
4185 - Telephone	121.96	0.72	211.52	0.63	3,200	0.00	2,988.48
4190 - Administrative Sundry	0.00	0.00	33.65	0.10	0	0.00	(33.65)
4190.1 - Publications	0.00	0.00	0.00	0.00	500	0.00	500.00
4190.2 - Membership Dues and Fees	311.25	1.84	311.25	0.92	1,000	0.00	688.75
4190.3 - Admin. Service Contracts	2,387.18	14.13	3,283.53	9.71	10,000	0.00	6,716.47
4190.4 - Office Supplies	254.45	1.51	395.02	1.17	2,200	0.00	1,804.98
4190.5 - Other Sundry Expense	<u>572.55</u>	3.39	<u>634.50</u>	1.88	<u>3,500</u>	0.00	<u>2,865.50</u>
Total Administration	8,561.83	50.66	15,593.66	46.14	97,900	0.00	82,306.34
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	8,561.83	50.66	15,593.66	46.14	97,900	0.00	82,306.34

**Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016**

Units 208	1 Month Ended		2 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>August 31, 2016</u>	<u>PUM</u>	<u>August 31, 2016</u>	<u>PUM</u>			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	78,307.00	463.36	155,276.00	459.40	0	0.00	(155,276.00)
4715.3 - HAP - Non-Elderly Disabled	4,450.00	26.33	8,419.00	24.91	0	0.00	(8,419.00)
4715.4 - HAP - Utility Allowances	590.00	3.49	1,349.00	3.99	0	0.00	(1,349.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(0.30)	(140.00)	(0.41)	0	0.00	140.00
4715.6 - HAP - Homeownership	777.00	4.60	1,554.00	4.60	0	0.00	(1,554.00)
4719 - HAP - FSS Escrow	<u>783.55</u>	4.64	<u>1,972.55</u>	5.84	0	0.00	<u>(1,972.55)</u>
Total HAP Payments	84,857.55	502.12	168,430.55	498.32	0	0.00	(168,430.55)
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (536.38)</u>	(3.17)	<u>\$ 1,782.79</u>	5.27	<u>\$ (97,900)</u>	0.00	<u>\$ (99,682.79)</u>

Analysis of HAP Funding -Voucher

A.C. Received: AUG. 31, 2016
HAP Funding

2 Months Ended
August 31, 2016
\$ 169,320.00

A.C. Spent

HAP - Occupied Units	155,276.00
HAP - Non-Elderly Disabled	8,419.00
HAP - Utility Allowances	1,349.00
HAP - Homeownership	1,554.00
HAP - Fraud Recovery	(140.00)
HAP - FSS Escrow	<u>1,972.55</u>
Total Funding Required	168,430.55

Over/(Under) Funding-current fiscal year

\$ 889.45

HAP Reserve-prior fiscal years

\$ 11,324.12

Cumulative Over (Under) Funding-HAP (NRA)

\$ 12,213.57

Memo: Income not including the over (under) funding of HAP

\$ (1,468.73)

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016**

Units	1 Month Ended		2 Months Ended		<u>BUDGET</u>	PUM	<u>*OVER/UNDER</u>
	<u>August 31, 2016</u>	PUM	<u>August 31, 2016</u>	PUM			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.00</u>	0.00	<u>11,160.85</u>	0.00	<u>0</u>	0.00	<u>(11,160.85)</u>
Total HUD PHA Grants	5,580.00	0.00	11,160.85	0.00	0	0.00	(11,160.85)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.00</u>	0.00	<u>11,160.85</u>	0.00	<u>0</u>	0.00	<u>(11,160.85)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	6,299.97	0.00	10,499.96	0.00	56,980	0.00	46,480.04
4182 - Employee Benefits - Admin	<u>1,248.25</u>	0.00	<u>3,022.96</u>	0.00	<u>18,050</u>	0.00	<u>15,027.04</u>
Total Administration	7,548.22	0.00	13,522.92	0.00	75,030	0.00	61,507.08
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	7,548.22	0.00	13,522.92	0.00	75,030	0.00	61,507.08

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 2 Months Ended August 31, 2016**

Units	1 Month Ended		2 Months Ended		<u>BUDGET</u>	PUM	*OVER/UNDER
	<u>August 31, 2016</u>	PUM	<u>August 31, 2016</u>	PUM			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	0.00	0.00	0.00	0.00	0	0.00	0.00
Total HAP Payments	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Surplus CR & Chgs	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (1,968.22)</u>	0.00	<u>\$ (2,362.07)</u>	0.00	<u>\$ (75,030)</u>	0.00	<u>\$ (72,667.93)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: September 16, 2016

Governance Committee: September 20, 2016

Communication & Outreach Committee: September 21, 2016

**Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
September 16, 2016**

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 7:15 a.m.

ROLL CALL

The following Commissioners were present: Brian Haas and Andrew Smits.
Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

None.

AGENDA

- A. The Agenda for the September Commission regular meeting was approved.
 - The meeting will be held at the Governmental Center, Second Floor Training Room.
- B. Lentych gave an update on changes in staff at TCHC.
- C. There was a lengthy discussion about Commissioner Smit's motion from the August meeting concerning Proposition 3. Due to a calendar conflict on September 23, the executive committee decided that this issue should be discussed in a Special Meeting and not at a regular meeting. There was no decision as to what position, if any, TCHC should or will take. Instead, issues and facts can be discussed and debated so the Commission can decide how to proceed. Smits and Haas were then going to check what dates might work best for Special Meeting.
- D. An updated list of policies to review was distributed and briefly discussed.
- E. Staff then explained the process that is being used to adopt changes in the Pet Policy.

ADJOURNMENT

President Haas adjourned the meeting at 8:25 a.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Governance Committee September 20, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Serratelli at 10:04 a.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli and Jo Simerson.

Staff: Tony Lentych, Executive Director, JoAnn Turnbull, Deputy Director, Michelle Reardon, Deputy Director, and Kari Massa, Program Manager.

Resident Member: Ellen Corcoran.

Other Residents:

- Burroughs, Nancy L.
- Hazimi, Linda
- Hunter, Paula
- Kole, Pamela S.
- Loper, Norma
- Moubarak, Samir
- Pennell, Jill
- Rine, Stephen
- Samsey, Fay
- Schaffer, Marie
- St. Amant, Michelle
- Townsend, Priscilla
- Turner, Jeffrey
- Vogel, Marilyn

AGENDA

- A. The Purpose of the Governance Committee was reviewed.
- B. Policy Review Schedule: Lentych reviewed the Policy Review Schedule. It was noted that the Pet Policy will also be discussed at a meeting in October.
- C. FSS Action Plan: Kari Massa introduced the FSS Action Plan that was last updated in 2012 (with an effective date of January 2013). The majority of the changes were simple updates and clarifications. One major difference is the eligibility to participate by Public Housing participants. There was no major discussion about these proposed changes and the plan was forwarded on to the Commission for approval.
- D. Pet Policy: The Pet Policy was discussed in great detail and many suggestions were made for consideration. The policy was first introduced in 2010 and revised in 2012. Several recent issues were discussed that proved the necessity for some major changes. Staff suggested three major changes. The first was defining the three kinds of animals allowed – pets, companion animals, and service animals. The second was delineating the differences of the policy between

our two properties. The third involved a mandatory “dog training” for all dog owners on an annual basis. The training will be on-site and paid for by TCHC. The idea is that this will help educated dog owners about how to handle their dogs and allow for some socialization between the animals. A final draft of changes will be discussed at the meeting next month.

ADJOURNMENT

The Committee adjourned the meeting at 10:58 a.m.

Respectfully submitted,

Kari Massa, Program Manager &
Kay Serratelli, Commissioner

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee September 21, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Simerson at 10:01 a.m.

ROLL CALL

The following Commissioners were present: Jo Simerson.

Staff: Tony Lentych, Executive Director and Kari Massa, Program Manager.

Other: None.

AGENDA

- A. The minutes of the previous meeting in July were reviewed and the agenda was approved.

- B. Old Business:
 - Photographer: Kari Massa will track down the photographer and will schedule pictures of new staff, future events, and see if any shots of the stump carving exist.

 - Building Art: No update at this time.

 - Stump Carving: Many people are pleased with the outcome!

 - 50-Year Anniversary Celebration: AS part of our sponsorship of the Affordable Housing Summit in October we will be able to announce the dedication event of the stump carving sculpture and landscaping improvements. This will take place on October 28, 2016 at 11:00 a.m. More information to follow.

- C. New Business:
 - Media Updates: None.

It was announced that the next meeting will be on October 19, 2016 at 8:30 a.m. at Riverview Terrace.

ADJOURNMENT

After a tour of the proposed "dedication site" the Committee adjourned the meeting at 10:55 a.m.

Respectfully submitted,

Jo Simerson
& Kari Massa, Program Manager



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

September 23, 2016

BUILDINGS/OCCUPANCY:

Riverview Terrace – Currently at full occupancy.

Orchardview – We have two vacancies – both units are currently being repaired and made ready for new families.

FINANCIAL:

This month's financial reports represent the first two months of the fiscal year which is about 16-17% of the way through it. Revenue and Expenditures are in line with the expected budget.

PROJECTS (This is a list of projects that are on-going or recently completed):

- **Stump Carving:** It is still our goal is to dedicate this artwork as part of our 50th Anniversary celebration later this fall. We have completed much of the landscaping around the carving.
- **Office IT:** The work has been started for Phase One camera project – major drilling through the floors has been completed.
- **Uptown Development:** Coordinated our work on landscaping with project managers and made changes across all boundary areas between the properties.
- **Orchardview Phase II:** No change in status.
- **Housing Development:** Continued conversations with various property owners about purchase of certain parcels around the city. Held several conference calls and meetings with potential development partners. There has be no change in the ranking of our desired projects.
- **Advocacy:** Participated in a working group meeting on alternatives to the Walk Score issue regarding property evaluation by MSHDA.
- **Office Management:** Made offers to our top three (3) candidates for three job openings and ALL accepted. Also offered a newly created part-time maintenance position to a temporary worker and he too accepted the position. Three of the four candidates have begun their duties with us.
- **Strategic Planning:** Updated our Organizational Charts to reflect changes in staff and the proposed changes in duty.

ACTIVITIES:

Chaired a Housing Solutions Network meeting and continued prep work for the Housing Summit in October.

Participated in an on-line Training for RAD (Rental Assistance Demonstration).

Held several meetings with Riverview Terrace Residents regarding general issues in our community and issues concerning the Riverview Terrace Resident Council.

Prepared for and participated in several Executive & Governance and Communication & Outreach Committee meetings.

Participated in one resident's eviction appeal hearing.

Hosted the Mayor of Traverse City in Riverview Terrace as he discussed various issues and his appointment process for our resident commissioner.

Prepared for an eviction hearing with several conversations with our attorney.

MEDIA:

Assisted a 9 & 10 reporter with a story about the Work-Force Housing Shortage.

PERSONAL:

Enjoyed the Labor Day by getting out of town with the fam

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

September 23, 2016

Current SEMAP Status

SEMAP 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
22	28	127%	14	50%

Program Manager Update

The Program Coordinating Committee completed their review of the Action Plan updates – all were approved. The plan has moved to the Governance Committee and has been cleared to go to the TCHC Board for adoption. The Action Plan changes consisted of wordsmithing and adding Public Housing. All Public Housing clients will have the opportunity to request a meeting with me to review the program. Some have shown interest and I am sure I will be adding new participants by the end of the year.

I will resume attending area agency meetings for resources, and to keep area agencies properly informed on our wait list status for our communities and programs. The NMC Bridge Program has changed dramatically in the last few years since Charlene Lutes left. Charlene was a FSS PCC member and our contact for NMC until her retirement. Replacing her on the FSS PCC is part of the program goals for 2017.

Status of Participants

Current participants are moving forward with their goals and many have shown much improvement since their last quarterly meeting. Nothing new to update until next quarterly meeting.

FSS Escrow Accounts

You received an update on the FSS Escrow accounts in June, which provided an overview on how the funds have been disbursed or relinquished. This will be done annually and provided to the TCHC Board with year-end items (no change).

TO: TRAVERSE CITY HOUSING COMMISSION

FROM: Riverview Terrace Resident Council

DATE: September 21, 2016

The Resident Council, at its September meeting, filled a couple of offices which were left vacant by the resignation of Officers. We are hoping our Election process of the remaining positions will be completed in October. Once the Election is complete a Training/Study will be held for all the new officers

Our Council attendance is continuing to increase and along with an increase of interest in the activities of the Council and work of the Residents' Association Office. We are grateful for these working hands which makes for more accomplished, better communication and more fun.

We are setting up for Winter planning with the Flu Clinic, a Grant request , which has been submitted, for more equipment, and activities which we hope will be inclusive of all our residents.

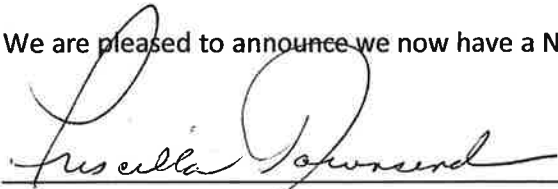
We are very grateful to our Board and Management making possible the new Piano. Already it is enjoyed by Residents for the community and for their personal enjoyment. Thank you to Tony and Lois our Resident, a great choice.

Our Herons and park like setting next to Uptown is lovely and we are looking forward to a seating area.

As the position of Resident Broad Member for the Traverse City Housing Commission expires November 2016, we the Residents will have a Special Meeting of the Council on Friday to vote for the Support or Non-Support of the reappointment of the current member, Jo Simerson.

The deadline for the Heat/Credits deadline is fast approaching and the Association Office is hoping we will have all Residents in line to protect their Food Benefit. We are running a program to encourage registration of all eligible voters for the November election. Also with all the changes in Insurance coverage we will be starting a program of Education on these issues and the Association office assisting all Residents in assuring they have the full coverage and full benefits they are entitled to.

We are pleased to announce we now have a Notary in the Association office to assist Residents.



Riverview Terrace Residential Council

Priscilla Townsend, President



Traverse City Housing Commission
A Public Housing Authority

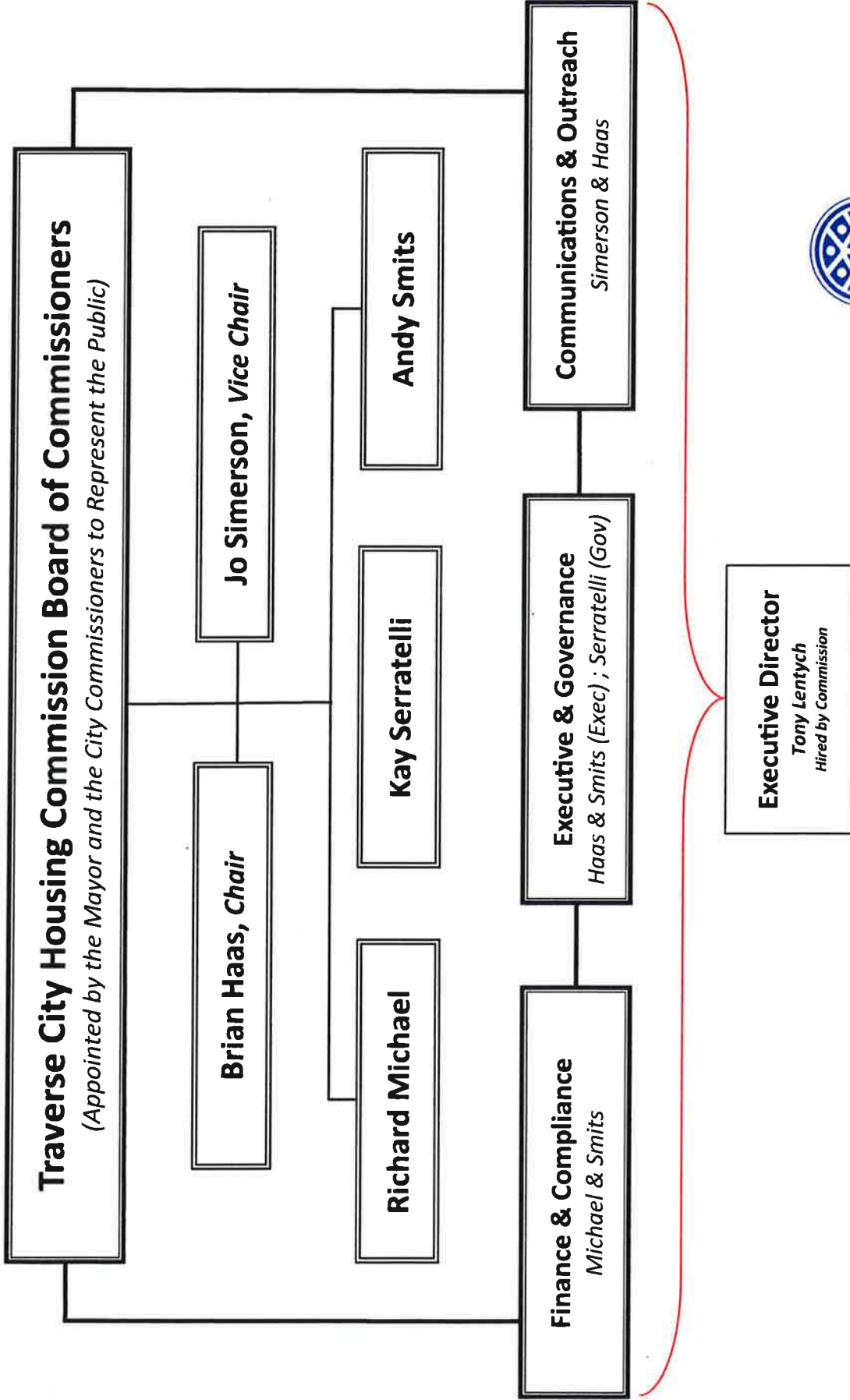
OLD BUSINESS

Strategic Planning: Update on Organizational Charts

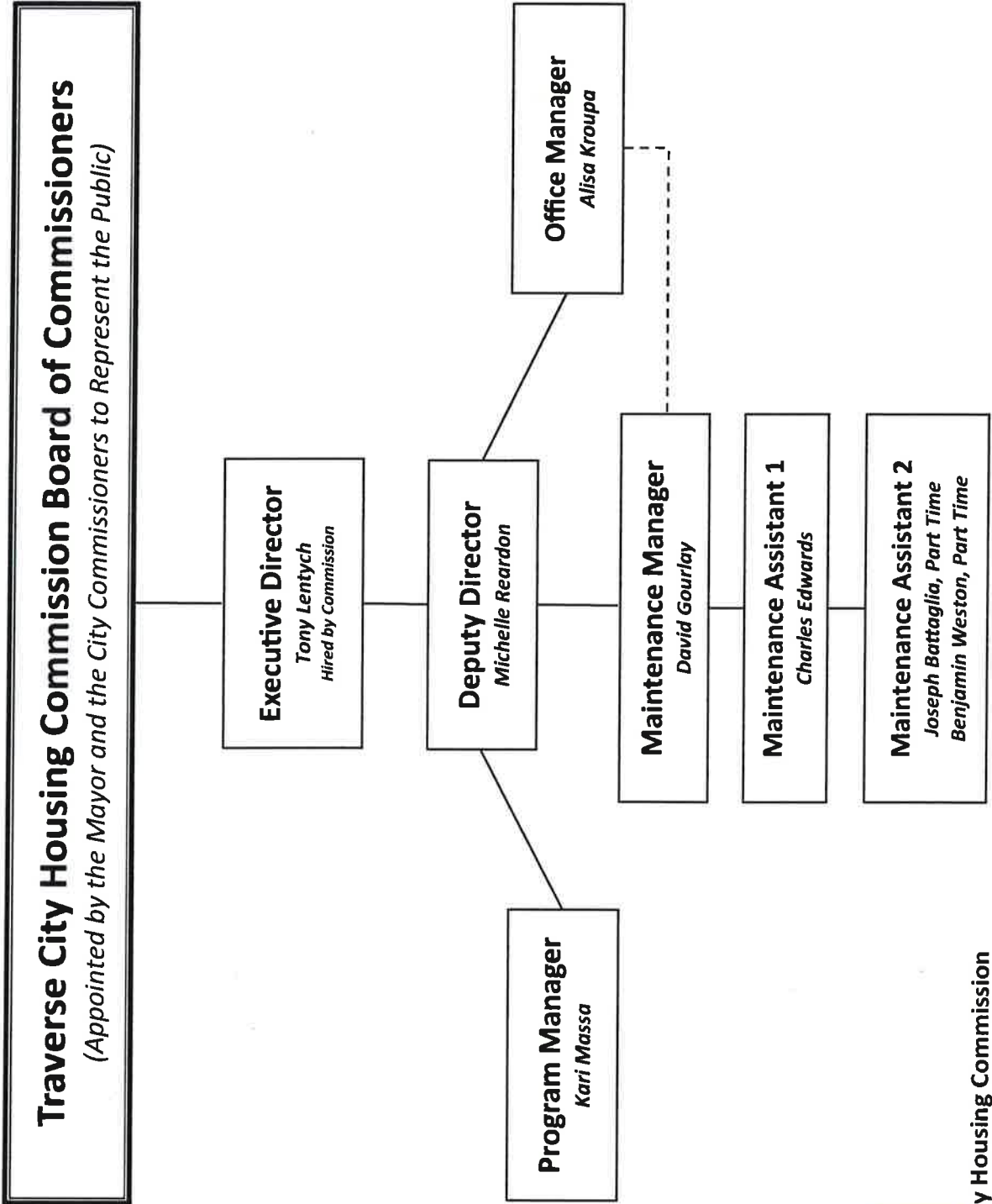
2017 Consolidated Budget: Initial Review

TCHC Policy Review Schedule: Update

TCHC Organizational Chart



TCHC Organizational Chart



Traverse City Housing Commission
A Public Housing Authority

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	AUGUST 2016 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
OPERATING INCOME					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$36,938.00	\$ 73,178.52	15.74%
Investment Interest	3,195.44	2,700.00	136.54	311.35	11.53%
Program Income: HCV	1,091,389.00	1,005,000.00	92,883.00	185,807.00	18.49%
Program Income: FSS	66,688.65	66,600.00	5,580.00	11,160.85	16.76%
Earned Income	134,075.71	110,584.00	11,812.58	22,268.88	20.14%
HUD Property Subsidy	263,918.00	250,000.00	29,751.00	44,626.00	17.85%
CFP / Draw on Surplus	182,486.66	199,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 177,101.12	\$ 337,352.60	16.07%
OPERATING EXPENSES					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 20,893.19	\$ 36,774.56	15.40%
Benefits	71,191.54	101,818.30	5,169.42	15,996.38	15.71%
Compensated Absences	5,126.29	(1,500.00)	-	-	0.00%
Legal	5,614.12	9,500.00	474.15	664.15	6.99%
Travel / Staff Training	10,045.68	12,000.00	225.11	1,958.60	16.32%
Accounting / Auditing	20,495.42	22,000.00	1,099.41	2,468.82	11.22%
General Office Expenses	82,892.87	68,000.00	\$13,949.87	17,927.29	26.36%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$41,811.15	\$ 75,789.80	16.82%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ 530.29	\$ 697.19	8.13%
Cable Television	35,065.00	37,460.00	3,001.15	6,002.65	16.02%
HAP	948,943.11	965,400.00	84,857.55	168,430.55	17.45%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$88,388.99	\$ 175,130.39	17.32%
UTILITIES					
Water	\$ 16,413.25	\$ 16,500.00	\$ 1,616.70	\$ 4,376.75	26.53%
Electricity	125,464.02	150,000.00	7,714.21	14,995.70	10.00%
Gas	10,035.02	15,500.00	118.77	366.51	2.36%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$9,449.68	\$ 19,738.96	10.85%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 5,271.49	\$ 11,938.13	13.99%
Maintenance Benefits	33,937.30	48,093.00	1,675.08	6,433.74	13.38%
Materials	25,160.53	20,200.00	1,399.02	9,392.96	46.50%
Contract / CFP Costs	304,677.97	180,000.00	12,110.53	28,570.59	15.87%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$20,456.12	\$ 56,335.42	16.89%
GENERAL EXPENSE					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,398.40	\$ 4,811.37	15.72%
Payment in Lieu of Taxes	24,914.86	23,000.00	1,780.00	3,560.00	15.48%
Collection Losses	4,438.91	-	-	-	0.00%
Interest Expense / Other	34,625.21	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 4,178.40	\$ 8,371.37	9.78%
EXTRAORDINARY / CASUALTY	6,936.36	\$ 10,000.00	\$ 4,545.00	\$ 4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 168,829.34	\$ 339,910.94	16.39%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ 8,271.78	\$ (2,558.34)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (7,952.00)	\$ (14,323.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ 319.78	\$ (16,881.34)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	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. 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 AUGUST 2016**

PUBLIC HOUSING

Chemical Bank	Checking	\$	171,732.19	
4Front Credit Union	Savings	\$	6,599.86	
TC State Bank	520011210	\$	161,723.04	
TC State Bank	1051647	\$	42,462.34	
First Merit Bank	53691	\$	162,458.16	
TC State Bank	4535723359	\$	75,452.71	
Chemical Bank	ICS Acct	\$	25,177.69	
Chemical Bank	1075909	\$	17,553.58	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,838.91	
4Front Credit Union	CD 16525-S100	\$	30,919.91	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
	SUB TOTAL	\$	872,756.78	

HOUSING CHOICE VOUCHER

Chemical Bank	Checking	\$	165,171.65	
Chase Bank	135080088317	\$	36,100.79	Escrow Account
	SUB TOTAL	\$	201,272.44	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
	SUB TOTAL	\$	554,397.00	

TOTAL Cash & Cash Equivalents **\$ 1,628,426.22**

* as of June 30, 2015

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 September 20, 2005	May/June 2016 TBD	June 24, 2016
ADMIN (Administrative Plan HCV) Asset / Physical Plant Management Addendum	January 1, 2005 January 22, 2016	Annual NA	March 2016 NA	March 25, 2016 January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	January 1, 2013	September 2016	
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	August 2016	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	August 6, 2002	August 21, 2012	September 2016	
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	August 2016	

This Document in NOT COMPLETE

Current as of September 2016

TCHC Policy Review Schedule

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	October 2016	
Safety & Evacuation Policy	Unknown	Unknown	TBD	
Schedule of Excess Utility Charges Policy	February 14, 1989	None	October 2016	
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoking Policy	Unknown	Unknown	TBD	
Social Security Number Privacy Policy	January 22, 2016	NA	NA	January 22, 2016
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Trespass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	November 2016	
Social Media Policy	NEW	NA	August 2016	January 22, 2016



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Pet Policy Introduction

Personnel Policy Review Part Two

HUD Fair Market Rents

HUD HCV Payment Standards

FSS Action Plan


New Deputy Director Acknowledgement

SPECIAL MEETING: Implications of Proposition 3 on Public Housing

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: September 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Pet Policy Review

MESSAGE:

Attached you find the current version of our Pet Policy. We have held one Governance Committee Meeting to review and discuss this policy. We plan to have final draft ready for approval next month. There are some changes highlighted already but they are not substantial in any way and reflect more of how we operated in the past. During this process all suggestions will be discussed.

We are looking forward to a vigorous debate on many of the community's recommendations as we go forward with this process. Staff, however, has one item that we believe should be added to the policy going forward. The TCHC will formally introduce a mandatory "Dog Training" on an annual basis. This will be paid for by the Housing Commission and will be held on our property. The focus of this training will be to better socialize the dogs and train the dog owners on how to handle their dogs in common areas. This recommendation will likely fall under the heading "Miscellaneous Rules" and may only apply to Riverview Terrace residents.

Thank you in advance for your assistance on this project.

PET POLICY

EXCLUSIONS

This policy **MAY** not apply to animals that are used to assist persons with disabilities. Assistance animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner (including cleaning up after the pet), and to refrain from disturbing their neighbors. Owners of assistance animals must provide all required documentation, i.e., shot record, photograph, etc. and must maintain their units and associated facilities in a decent, safe and sanitary manner (including cleaning up after their pet), and to refrain from disturbing their neighbors.

PETS IN PUBLIC HOUSING

The Traverse City Housing Commission allows for pet ownership in its developments with the written pre-approval of the Housing Commission. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Traverse City Housing Commission harmless from any claims caused by an action or inaction of the pet.

APPROVAL

Residents must have prior approval of the Housing Commission before moving a pet into their unit. Approval may be denied when resident fails to comply with this requirement. ~~Residents must remit a \$25 non-refundable application fee and request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Commission will approve the request.~~ The Resident must provide to the TCHC a photograph, preferably in color, of the pet so it can be identified if it is running loose. TCHC approval must be granted before any pet can be brought onto the property.

TYPES AND NUMBER OF PETS

The Traverse City Housing Commission will allow only common household pets. This means only domesticated animals such as a dog, cat, bird(s), or fish in aquariums (not to exceed 20 gallons), hamster/gerbil (in a cage). Exotic pets are such as snakes, etc., are prohibited. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they are six months old. A licensed veterinarian must verify this fact.

Only one (1) pet/animal or fish aquarium per unit allowed. This means only one cat, one dog, one fish aquarium up to 20 gallons in size (the number of fish is not important), up to two (2) birds in a cage, one hamster/gerbil per unit. More than one pet/animal in a

unit is prohibited.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs or fish such as piranhas will not be allowed.

No animal may exceed 25 pounds in weight at full adult size.

Residents may not own a pet without fully complying with this Policy. Adopting a pet presents the opportunity for companionship, affection, work, and expense.

INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws and must be licensed. A certification signed by a licensed veterinarian shall be annually filed, at time of recertification, with the Traverse City Housing Commission to attest to the inoculations.

MONTHLY PET RENT FEE AND DAMAGE

ORCHARDVIEW ONLY: A monthly pet fee of \$5.00 will be charged Residents who have a pet in their household. Damage to the premises shall be the fiscal responsibility of the resident over and above the non-refundable pet rent fee.

RIVERVIEW ONLY: A pet deposit of \$100.00 will be charged Residents who have a pet in their household. (Payment plan available).

A waste removal charge of \$5 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Traverse City Housing Commission reserves the right to exterminate and charge the resident.

NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Housing Commission personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit. No outdoor cages may be constructed and pets may not be tied up outside the unit. Pets will be allowed only in designated areas on the grounds of the property if the Traverse City Housing Commission designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals, no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms and offices. Pets will be allowed in the lobby and hallways only for the purpose of ingress and egress. Pet owners may stop to briefly visit with their neighbors while in the lobby or television room area but shall not be allowed to sit for any length of time in these areas with the pet. Pets shall not be in the common areas of the building at any other times.

To accommodate residents who have medically certified allergy or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our buildings. This shall be implemented based on demand for this service.

MISCELLANEOUS RULES

Pets may not be left unattended in a dwelling unit for over 9 hours. If the pet is left unattended and no arrangements have been made for its care, the Housing Commission will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation. **CLARIFICATION NEEDED!**

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter must be secured inside a bag and then shall be disposed of by placing securely tied bag into the waste receptacle on the second floor between the doors to the TCHC maintenance shop. Receptacle will be clearly marked for kitty litter disposal. **CLARIFICATION NEEDED!**

A pet owner shall physically control or confine his/her pet during the times when Housing Commission employees, agents of the Housing Commission or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet cause's harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Commission's property within 24 hours of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violates any other conditions of this policy may be required to remove his/her pet from the development within 10 calendar days of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease.

During the certain times of the year, the TCHC contracts to have the lawns fertilized. The materials used to fertilize can cause sickness to pets and to humans. The TCHC alerts all residents when fertilizing will take place and indicates that pets and humans should not be on the grass until the application has dried. As the owner of a pet, you agree to hold the TCHC harmless and take full responsibility for your pet and your actions should you allow your pet on the grass after fertilizing and the pet becomes ill.

VISITING PETS CLARIFICATION NEEDED?

No guest will be allowed to bring pets onto the premises nor may residents Pet Sit.

REMOVAL OF PETS

The Traverse City Housing Commission, or an appropriate community authority, shall require the removal of any pet from a site if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Traverse City Housing Commission has permission to call the emergency caregiver designated by the resident or the local Animal Control Department to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

CERTIFICATION

I have reviewed and understand the policy and agree to conform to the same. I further understand that violation of the rules may result in me having to permanently remove the pet from the dwelling unit within 24 hours or vacate the premises.

Tenant Signature and Date

Tenant Signature and Date

**TRAVERSE CITY HOUSING COMMISSION
Authorization for Pet Ownership Form**

Pet Owner's Name: _____

Pet Owner's Address _____

Home telephone: _____ Work Telephone: _____

Cell Number: _____

Pet's Name: _____

Type or Breed _____

Sprayed or Neutered? _____

License or ID Number: _____

Veterinarian Utilized: _____

Address: _____ Phone: _____

Emergency Caregiver for the Pet: _____

Address: _____ Phone: _____

I have read and understand the rules governing pets and I and all members of my household promise to fully comply.

Signature of Pet Owner: _____ Date: _____

Approved By: _____ Date: _____

Please attach to this form the following:

- Picture of the Pet (3 x 5 minimum)
- Rabies Certification
- License
- Neuter/Spade Certification




Traverse City Housing Commission
A Public Housing Authority

HOLD FOR PERSONNEL POLICY REVIEW PART TWO

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: September 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2017 HUD Fair Market Rents

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community in our Housing Choice Voucher (HCV) Program. Once adopted through resolution, local Public Housing Authorities are allowed to establish a payment standard to landlords at any level between 90 percent and 110 percent of the established FMR for any unit size [See Schedule]. TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD FAIR MARKET RENTS

September 23, 2016

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local public housing authorities including the Traverse City Housing Commission (TCHC) to adopt Fair Market Rents (FMRs) for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the HUD Fiscal Year (FY) 2017 Fair Market Rents are now published (attached) for our region; and

WHEREAS, FMRs are primarily used to determine payment standard amounts for the HCV Program and the local Public Housing Authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size (24 CFR 982.503(b)); 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 Fair Market Rent Payment Standards established by HUD are adopted for the Housing Choice Voucher (HCV) Program for the remainder of TCHC FY 2017 beginning October 1, 2016.

2017 Fair Market Rents (FMR) for HCV Program*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	
Antrim	\$ 444.00	\$ 560.00	\$ 700.00	\$ 990.00	\$ 1,151.00	Antrim
Benzie	\$ 541.00	\$ 608.00	\$ 765.00	\$ 1,014.00	\$ 1,106.00	Benzie
Grand Traverse	\$ 621.00	\$ 709.00	\$ 878.00	\$ 1,204.00	\$ 1,218.00	Grand Traverse
Kalkaska	\$ 460.00	\$ 545.00	\$ 725.00	\$ 967.00	\$ 1,058.00	Kalkaska
Leelanau	\$ 576.00	\$ 667.00	\$ 802.00	\$ 1,003.00	\$ 1,099.00	Leelanau
Wexford	\$ 523.00	\$ 544.00	\$ 728.00	\$ 979.00	\$ 998.00	Wexford

*Proposed September 2016



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$444	\$560	\$700	\$991	\$1,151
<u>Final FY 2016 FMR</u>	\$413	\$515	\$670	\$976	\$1,167
Percentage Change	7.5%	8.7%	4.5%	1.5%	-1.4%

Antrim County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$541	\$608	\$765	\$1,014	\$1,106
Final FY 2016 FMR	\$566	\$570	\$709	\$981	\$1,120
Percentage Change	-4.4%	6.7%	7.9%	3.4%	-1.3%

Benzie County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
Final FY 2017 FMR	\$621	\$709	\$878	\$1,204	\$1,218
Final FY 2016 FMR	\$571	\$665	\$878	\$1,199	\$1,203
Percentage Change	8.8%	6.6%	0.0%	0.4%	1.2%

Grand Traverse County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$460	\$545	\$725	\$967	\$1,058
Final FY 2016 FMR	\$488	\$507	\$679	\$891	\$991
Percentage Change	-5.7%	7.5%	6.8%	8.5%	6.8%

Kalkaska County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$580	\$690	\$820	\$1,053	\$1,130
Final FY 2016 FMR	\$576	\$667	\$802	\$1,003	\$1,099
Percentage Change	0.7%	3.4%	2.2%	5.0%	2.8%

Leelanau County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.



FY 2017 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2017 FMRs for All Bedroom Sizes

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$483	\$573	\$761	\$973	\$1,049
Final FY 2016 FMR	\$523	\$544	\$728	\$979	\$998
Percentage Change	-7.6%	5.3%	4.5%	-0.6%	5.1%

Wexford County, MI is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2010-2014 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2017 provided the estimate is statistically reliable. For FY2017, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2010-2014 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin or error test described above. If so, the FY2017 base rent is the average of the inflated ACS estimates.

2017 Payment Standards HCV Program*


County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	
Antrim	\$ 488.00	\$ 616.00	\$ 770.00	\$ 1,089.00	\$ 1,266.00	Antrim
Benzie	\$ 595.00	\$ 668.00	\$ 841.00	\$ 1,115.00	\$ 1,216.00	Benzie
Grand Traverse	\$ 683.00	\$ 779.00	\$ 965.00	\$ 1,324.00	\$ 1,339.00	Grand Traverse
Kalkaska	\$ 506.00	\$ 599.00	\$ 797.00	\$ 1,063.00	\$ 1,163.00	Kalkaska
Leelanau	\$ 633.00	\$ 733.00	\$ 882.00	\$ 1,103.00	\$ 1,208.00	Leelanau
Wexford	\$ 575.00	\$ 598.00	\$ 800.00	\$ 1,076.00	\$ 1,097.00	Wexford

*Proposed September 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: September 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Family Self-Sufficiency Program Action Plan

MESSAGE:

Attached you will find our final draft of the Family Self-Sufficiency Program Action Plan for 2016. All of the changes have been presented to both the FSS Program Coordinating Committee and our Governance Committee. These Committees considered the vast majority of the changes being suggested as minor and as simple updates.

These are the major changes being implemented:

1. Terminology has been changed and made current throughout the document. This included changing the term "Section 8" program to "Housing Choice Voucher" program.
2. The program will now be open to members of our Public Housing communities. While we do not anticipate a large number of people participating from this program, it did not make sense to exclude them from participating.

Please note that we do not need to submit this to HUD so a Resolution is not needed. You simply need to make a motion accepting the policy changes as submitted and the document will go into immediate effect.



TRAVERSE CITY HOUSING COMMISSION
Family Self Sufficiency Program
Action Plan

HUD Approved 01/2013

Family Self Sufficiency Action Plan
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INTRODUCTION

The Family Self-Sufficiency Program of the Traverse City Housing Commission plans to assist low-income and very low-income families in obtaining education, developing necessary life skills, and abilities necessary to achieve a self-sufficient status. The end goal is for families to no longer be reliant on TANF assistance. While the families work toward achieving the status of self-sufficiency, the Traverse City Housing Commission will assist the participant(s) in coordinating and collaborating with various service agencies and organizations, both public and private, in the Grand Traverse, Antrim, Leelanau, Wexford, Kalkaska, and Benzie counties area to provide appropriate supportive services.

To achieve self-sufficiency, families need ongoing support services and individual case management. While many organizations and agencies provide services to low income families, there remains a need for coordinated effort involving all applicable agencies to assist such families in becoming independent. The purpose propose of the Family Self-Sufficiency program, implemented by the Traverse City Housing Commission, will be to provide a coordinated effort to assist clients in becoming independent, while ensuring the following:

- Each Family will be either a Housing Choice Voucher participant confirmed as holding a Section 8 status and a home will be selected by the family or a current resident of the Traverse City Housing Commission Public Housing program;
- Each home meets all Housing Quality Standards (HCV program) requirements under 24CFR, Section 882.109;
- Families will enter into a 5 year contract of Participation for the Family Self-Sufficiency Program. If the family shows interest in the Section 8 HCV Homeownership Program they will be provided with the information;
- Based on a needs assessment, families will be introduced to appropriate organizations and services in their area;
- Vocational assessments and career counseling may be provided to eligible families;
- Child care and transportation services will be accessed for parents while they pursue higher education, are in job training, or are obtaining work experience;
- Each Head of Household must be employed no later than the start of year 5 of their FSS contact.
- Each Family's progress will be monitored and reviewed and reports will be submitted to the Program Coordinating Committee (PCC) at the discretion of the FSS Program Manager;
- Develop and maintain escrow accounts on behalf of the participating families;

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- Extend the FSS contract up to two **additional years additional time** for those participants who need additional time **at the discretion of the FSS Program Manager for reasons beyond their control**

TIMETABLE FOR PROGRAM IMPLEMENTATION:

- Development of the FSS Administrative Plan August 31st, 1998
- Development of the FSS Action Plan August 31st, 1998
- Establishment of the PCC October 31st, 1998
(Program Coordinating Committee)
- Send letters to **Section 8 HCV Housing Choice Voucher** Participants September 10th, 1998
- Develop FSS Program Manager Job Description September 10th, 1998
- Conduct briefing sessions October 10th, 1998
- Complete FPD for each interested family October 31st, 1998-
(Family Profile & Development Plan) On-Going
- Review and assessment of each family profile November 20th, 1998-
On-Going
- Develop ITSP plan with each family December 31st, 1998-
On-Going
- Sign contract of Participation with each family December 31st, 1998-
On-Going
- Provide referral and/or support services January 30th, 1999-
On-Going
- Monitor and evaluate participants progress On-Going

PROGRAM COORDINATING COMMITTEE

A Program Coordinating Committee (PCC) has been formed to assist in the operation of the FSS Program. The PCC will be committing its resources toward assisting the families selected into the FSS Program. The PCC is also being required to do the following;

- Attend quarterly FSS PCC meeting to review current program needs
- Assist in developing the Action Plan **and attend interim meetings when necessary**
- Review the needs of families, match needs with available resources, and monitor the progress of performance of each FSS family
- Communicate and provide direction for FSS manager to fulfill FSS goals

The Program Coordinating Committee membership will include a **Housing Choice Voucher Section 8 Participant, or a Public Housing resident** and a Housing Commission **board** member. The Program Coordinating Committee will have the overall responsibility for planning and implementing the objectives of the program,

reviewing the needs of selected program participants, ensuring that appropriate services are made available to participants and matched with their needs.

The Committee will modify/amend the Action Plan if determined necessary to accomplish the overall goals and objectives of the Family Self-Sufficiency Program. The Committee may recommend the expansion of the PCC to bring in additional public/private resources to contribute to the success of the FSS Program. The Committee will nominate (amongst its members) a chairperson and a co-chairperson to conduct the meetings and business of the FSS Program.

The Traverse City Housing Commission has established a consortium of public and private sector resources. These organizations include, but are not limited to the following:

- Northwest MI Works! Center
- Northwestern Michigan College Bridge Program
- Northwest Michigan Community Action Agency
- NMCAA Head Start Program
- Michigan Rehabilitation Services
- Goodwill Industries of Northern Michigan
- Pine Rest Christian Counseling Services
- Help Link

PROGRAM MANAGER/CASE MANAGEMENT FACILITATOR

The Program Manager of the FSS Program will handle day-to-day administration of the FSS Program such as, but not limited to;

- Conducting orientations and needs assessments
- Scheduling quarterly meetings with participating families
- Providing resources for specific ITSP needs
- Monitoring participants ITSP goals

The Program Manager will conduct needs assessments for all selected participants using the Family Profile and Development Plan (FPDP). The FPDP Assessment will be completed by all FSS Program Participants. Information provided by the client will enable the program staff to conduct a needs assessment. Based on the needs, the Program Manager will link the available services with the program participants.

The Program Manager will submit a summary of each participant's current needs to the Program Coordinating Committee twice a year for review. The Manager will also request additional research by the PCC if needed to provide resources. The

Program Manager will provide the Committee with minutes of quarterly PCC Meetings, and inform the Committee of unforeseen issues.

OBJECTIVE

The objective of the FSS program is to promote the development of local strategies to coordinate the use of ~~housing assistance under Section 8 with~~ public and private resources to enable eligible families to achieve economic independence and self-sufficiency.

Under the Traverse City Housing Commission's Family Self-Sufficiency program, families achieve the status for self-sufficiency in the following manner, but not limited to:

- Obtaining a High School diploma, GED or pursuing a higher education
- No longer utilizing TANF assistance (*ONLY: income assistance from Federal or State programs, and includes only cash maintenance payments designed to meet a family's ongoing basic needs*).
- Obtaining a job for the first time or obtaining a better paying job by improving individual skills and abilities
- Increasing family's income to a level where 30% of the monthly adjusted income is equal to or exceeds the applicable fair market rents

ADMINISTRATIVE PLAN AND CONTINUED OCCUPANCY POLICY:

For all purposes of implementing the Family Self-Sufficiency program, ~~under the Section 8 program~~, the Housing Commission will follow the "~~Traverse City Housing Commission – Section 8 – Administrative Plan~~" and the Public Housing ACOP.

~~For selection of participants to the FSS program and for the annual/interim reviews, the Section 8 Admissions and Occupancy Policy will be followed.~~

HOUSEHOLD ELIGIBILITY FOR FSS APPLICATION:

The participants of the FSS program, prior to selection, have to meet the following qualifications:

- An FSS Participant must be a current participant of the Section 8 HCV Housing Choice Voucher Program or a resident of Public Housing with the Traverse City Housing Commission
- Meet current regulations of 24 CFR for Housing Choice Voucher Section 8 & Public Housing
- Must be a family whose income is very low-income or low-income (50% or below area median income)

- Never received an escrow payout from TCHC or any other PHA running an FSS program
- Be a first or second time applicant for the TCHC FSS Program. An individual will only be given two chances to successfully graduate from the TCHC FSS Program
- If a participant is terminated from the TCHC FSS Program, ~~they may not reapply until 12 months after their termination date they may reapply immediately for the wait list~~

Traverse City Housing Commission will treat potential FSS participants without regard to race, color, religion, sex, disability, family status, or national origin. TCHC will uphold the standards of Fair Housing and Equal Opportunity.

A separate FSS program list will be developed from the above. On an ongoing basis, letters will be sent to participants of the ~~Section 8 Housing Choice Voucher and Public Housing~~ program explaining the FSS Program and encouraging them to contact the TCHC if they are interested.

The FSS program list will maintain the names of individual responses on a first come first serve basis.

Selection of families from the FSS list will be based on their needs, available supportive services and previous history of the family as a ~~Section 8 Housing Choice Voucher or Public Housing~~ participant. A family may not be selected if appropriate services are not available to assist the family. When the missing services become available the Housing Commission will provide an opportunity for the family to participate in the FSS program when a slot becomes available.

For each participating family, a Family Needs Assessment will be conducted. Supportive services identified based on the needs of the family, after which the family will be issued the appropriate paperwork.

ESTIMATE OF PARTICIPATING FAMILIES:

The projected number of participating families in the FSS program includes thirty (30) which is the minimum number of vouchers in fiscal year 2003. This amount is the maximum number of slots required for the ~~Section 8 Program both the Housing Choice Voucher and Public Housing programs.~~

~~Eligible families from other self-sufficiency programs are not eligible because there are no other programs such as Operation Bootstrap, Project Self-Sufficiency, or other local self-sufficiency programs that are required to execute a Contract of Participation~~

A review, including expansion, to determine the feasibility and the effectiveness of the FSS program will occur after one year of the original implementation date.

FAMILY DEMOGRAPHICS:

Out of a total of 26 28 current Section 8 Housing Choice Voucher Pparticipants a total of 24 28 are participating and 3 are being processed for rental assistance, the following pertains to the Section 8 HCV fiscal year 2010 vouchers Housing Choice Voucher and Public Housing programs (2016):

<u>HCV</u>	<u>PH</u>	<u>Program Number</u>	<u>Description</u>
127	78		Female Head of Households
42	57		Male Head of Households
54	13		Child Support recipients
100	68		Wage Earners
100	68		SSI recipients
95	102		Social Security recipients
1	1		Have zero income
0	0		Unemployment recipients
0	0		Cash Assistance recipient

Of the current Section 8 HCV Housing Choice Voucher & Public Housing participants on the FSS Program, the following is the breakdown by race/ethnicity:

- 1% - American Indian or Alaska Native
- 0% - Asian
- 3% - Black or African American
- 0% - Native Hawaiian or Other Pacific Islander
- 96% - White
- 0% - Latino/Hispanic

METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS:

In order to assess the FSS Participants, the family will complete a Family Profile Development Plan. Upon completion of this plan, the PCC membership will review, assess and make recommendations and or referrals to the appropriate public/private resources to the Program Manager. This staff person will meet with the family and discuss the recommendations and provide any additional support services necessary to achieve objectives and goals as outlined by the participant's participation plan.

ROLE OF PRIVATE/PUBLIC SECTOR:

The Family Self-sufficiency Program will help families achieve economic independence through a coordinated program that combines the housing assistance under the ~~Section 8 Housing Choice Voucher and Public Housing Rental Program~~ with public and private supportive services. By combining private contributions with public resources, the Traverse City Housing Commission will offer a wide range of opportunities that will help families become economically independent and self-sufficient.

Private and public contributions to the person may be obtained in the following areas:

- **Jobs:** with the growth potential and career opportunities;
- **On-the-job-training:** train potential employees for entry level positions and offer permanent employment when training is completed;
- **Interest-free-loans:** short-term financial crisis;
- **Transportation:** bus passes, assistance in gas, and or repair services;
- **Education:** scholarships, tuition free courses and books, tutors, and computers for furthering education;
- **Medical Care:** contributed by doctors, dentists, nurses, psychologists, paramedics, health care counseling;
- **Day Care:** assistance and scholarships, care by senior volunteers;
- **Counseling:** money management, budgeting, nutrition, consumer tips, grooming, dressing for the job, parenting skills, home maintenance, energy conservation, self-esteem and confidence building;
- **Facilities:** provided for related training, education, employment and sports activities, donated vacant space for child care and other services;
- **Products:** clothes, furniture, food appliances;
- **Loaned Executives and Staff:** program administration, services coordination, case management, monitoring, and evaluation;
- **Deposits:** waiver of utilities deposits, help with security and utility deposits in emergencies;
- **Housing:** first option on rental housing and home ownership counseling.

OUTREACH EFFORTS:

Notification:

All ~~Section 8- Housing Choice Voucher and Public Housing~~ program participants will be contacted by mail encouraged to apply. In addition, follow up will occur to those individuals who have not contacted the Traverse City Housing Commission to enroll. In the event that expansion of the FSS program occurs, individual participants will be contacted. The total number of ~~Section 8-~~ program participants is relatively small in number. As a result, individual contact through mailings can occur and be more effective than advertising through local news media sources.

All potential ~~Section 8-~~ participants will be given written and verbal information regarding the FSS program during their ~~Section 8- Housing Choice Voucher Briefing or Public Housing move in.~~

Informing Minority and Non-Minority groups:

Individual contact with all ~~Section 8- Housing Choice Voucher and Public Housing~~ participants will ensure that all participants are afforded the opportunity to participate; this provides the means of equal opportunity and non-discriminatory practices.

Expansion Occurrence:

In the event the Traverse City Housing Commission expands the amount of open slots for the FSS Program, all ~~Section 8-HCV- Housing Choice Voucher and Public Housing~~ participants will be notified by mail of the change. There will be a deadline for response to the change indicated on the mailer for new participants.

Assurance of non-interference:

The Traverse City Housing Commission hereby certifies that in the event that the family does not wish to participate in the Family Self-Sufficiency program, the family's decision will not affect or interfere with the family's admission to the ~~Section 8- Housing Choice Voucher or Public Housing~~ program and/or the family's right to occupancy in accordance with its lease.

CONTRACT OF PARTICIPATION:

All FSS Program Participants will be required to sign and fulfill a Contract of Participation as part of the FSS program requirements. The effective date of the contract will be on the first day of the month following execution of the FSS Contract. The effective date may not be any earlier than the executions of the Section 8 Housing Choice Voucher Housing Assistance Payment Contract for the family or Public Housing lease signing.

The Contract of Participation will be an agreement between the TCHC and the participation FSS family. The contract sets forth the provision of the FSS program and will specify the terms of the contract; the FSS escrow account, family responsibilities, and TCHC responsibilities. In addition the Individual Training and Service Plan will be completed. This plan will outline the short term, intermediate and long term goals that will be targeted for accomplishment. This plan will be attached as part of the Contract of Participation.

The Contract of Participation, as prescribed by the U.S. Department of Housing and Urban Development (HUD), will indicate, among other things, that the Housing Commission may withhold the requirements as outlined in the signed contract.

The contract will indicate what obligations the family has committed to and the length of the contract. The length of the contract will not exceed five (5) years unless the Housing Commission extends the term on the contract at the family's request. If an extension is agreed upon by both parties, the extension will be in writing and will not exceed two (2) years. Extensions will be granted in one (1) year intervals and only for "good cause".

For the purposes of this contract, "good cause" will include, but not be limited to, any circumstances beyond the control of the participating family, such as serious illness or involuntary loss of employment. In the event that it is determined that there is a need to grant an extension, the Housing Commission may require the participant to adhere to certain requirements. Both parties, the Housing Commission and the FSS family, must mutually agree to make the necessary changes to the contract. Changes may include, but are not limited to, the number and identity of participating family members and supportive services provided for the participating family. All changes may be granted provided that the contract modifications are consistent with the objective of the FSS Program.

For eligibility and rent determination purposes, the HCV Head of Household will be the FSS Head of Household. The contract specifies the obligations of the Traverse City Housing Commission as the service provider and the FSS participant's requirements for successful completion.

For the FSS Head of Household:

- Must be suitably employed for the last 6 months of the contract of participation.
- Must create, update, and complete an ITSP with the assistance of the FSS Program Manager
- Must attend all scheduled quarterly meetings with FSS Program Manager (Rescheduled appointments included)

For all members of the FSS family:

- Receive NO welfare cash assistance for the last 12 months of the FSS contract
- Must comply with the Traverse City Housing Commission's **HCV** rental assistance program regulations

ESTABLISHMENT OF THE FSS ESCROW ACCOUNT:

The primary incentive for encouraging participation in the FSS program will consist of the establishment of an FSS Escrow Account. The Traverse City Housing Commission will open one single depository account at the local bank, depositing all FSS Account Funds for all families that are participating in the FSS program. The Traverse City Housing Commission will deposit FSS Funds in a HUD approved investment.

During the term of the contract of participation, the Housing Commission will credit the FSS Account the monthly amount of FSS Credit. In computing the FSS credit, the term "Family Contribution" means approximately thirty (30) percent of the adjusted monthly income **for the Section 8 Program**.

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The FSS contract contains a baseline for all future escrow credit by documenting the initial Annual Income, Earned Income, and Total Tenant Payment (TTP) based on 30% of monthly Adjusted Annual Income. Future escrow credit is based on an increase in the family's TTP. The increase in the TTP must be from an increase of the family's *earned* income.

There are two different calculations based on the participant's income:

For Very-Low Income HCV households, the FSS credit is the lesser of:

- 30% of the family's current monthly adjusted income less the total tenant payment (TTP), which is obtained by disregarding any increase in earned income from the effective date of the Contract of Participation; or
- The current TTP less the TTP on the effective date of the Contract of Participation.

For Low-Income HCV Households:

- The FSS credit is calculated in the same manner, but may not exceed the amount that would result if the family's income were equals to 50% of the median income for Grand Traverse County and remain on the program.

The term earned income includes; the full amount, before payroll deductions, of income from wages and salaries, overtime pay, commissions, tips, bonuses, fess, and other compensation for personal services; net income from the operation of a business or profession; and military pay that is normally included in the Annual Income definition.

If an adult is added to the family, or a child turns eighteen years old after the Contract of Participation is executed, the earned income is counted.

~~FSS participants who are not low-income shall not be entitled to any FSS Credit.~~
No additional credits will be made to the FSS Family when the family has completed the Contract of Participation, or when the Contract of Participation is terminated otherwise nullified.

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INVESTMENT OF FUNDS:

Funds held by the Housing Commission in the FSS Program shall be held in Escrow by the Housing Commission and invested in HUD-approved investments. Investment income shall be credited periodically but no less than annually to each participating family's FSS account.

DISPOSITION OF FSS ACCOUNTS:

Withdrawal - The amount in a participant family's FSS Account in excess of any amount owed to the Housing Commission may be paid to the head of household. The amount shall not be paid until:

- The family has fulfilled all of its obligations under the contract *on or before the expiration of the contract*; or
- 30% of the monthly-adjusted income equals or is greater than the published Fair Market Rent (FMR) amount for the family unit size for which the family qualifies; or
- The family has exceeded the Housing Choice Voucher payment standards leading to over-income and \$0 paid in

HAP or Public Housing tenant's payment exceeds Market Rent for their size unit.

Succession – If the head of the participating family ceases to reside with other participating family members in the assisted unit, the remaining members of the family, upon approval by the Housing Commission, shall have the right to designate another family member to receive the funds.

Forfeiture - Amounts in the FSS Account will be forfeited if the following occurs:

- If the **HCV** Rental Assistance is terminated; or
- The Head of Household is not employed for the last 6 months of the contract of participation ; or
- Any member of the household has received cash assistance in the final 12 months of the contract of participation (excluding those who automatically graduate due to 30% of the monthly-adjusted income equals or is greater than the published Fair Market Rent (FMR) amount for the family unit size for which the family qualifies; or
The family has exceeded the Housing Choice Voucher payment standards leading to over-income and \$0 paid in HAP or Exceeds Market Rental amount for Public Housing unit; or
- The Head of Household is non-compliant/non responsive for 12 months; or
- The Head of Household fails to make any documented progress with their ITSP goals over a 12 month period; or
- The Head of Household dies or is no longer part of the household and the remaining members of the household choose not to participate in the FSS program; or
- Obligations required by the **Section 8-HCV-Housing Choice Voucher and Public Housing Programs** are not followed and the family is not in "good standing" with the TCHC for a period of 6 months consecutively and the participating family does not make an effort to remedy the situation.

When a family's escrow account is forfeited, the funds in that account are returned to the Traverse City Housing Commission.

PORTABILITY (Housing Choice Voucher Only):

FSS participants may port their FSS contract to another Public Housing Authority (PHA), in or outside of Michigan, if the receiving PHA is absorbing the HCV.

Under the following conditions an FSS participant may port their FSS contract:

- Participant must be in good standing with the TCHC HCV Program and the FSS Program; and
- Participant must be active on the FSS Program for at least 12 months; and
- The receiving PHA has an active FSS Program; and
- The receiving PHA is absorbing the Housing Choice Voucher, the FSS Contract of Participation, and accepts the FSS escrow funds

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Under these conditions, the FSS participant must provide their FSS Program Manager the Name and information if the receiving PHA. The TCHC FSS Program Manager will determine whether the FSS participant can successfully graduate or approve/deny the portability request. The TCHC FSS Program Manager will contact the receiving PHA's FSS Manager to confirm the portability conditions. If the receiving PHA is willing to absorb the FSS participant, the escrow balance, ITSP, and Contract of Participation all of the essential information for this exchange will be forwarded to the receiving PHA when the TCHC is notified that the HCV has been absorbed.

Prior to porting, the TCHC may successfully graduate the FSS participant if:

- The FSS participant is in good standing with the HCV program, they have completed the three mandatory goals for the FSS Program, and they have been active on the FSS Program for at least 12 months.

Prior to porting, the TCHC may terminate the FSS participant if:

- The receiving PHA will not absorb the FSS contract of participation and/or the FSS participant has failed to complete the three mandatory goals for the FSS Program
- The FSS participant has not been active on the FSS Program for at least 12 months; the FSS contract will automatically be terminated
- The FSS participant does not notify the TCHC FSS Program Manager of their intent to move and provide the required information within 30 days of the voucher issuance date, the FSS contract will be terminated

INCOMING PORTABILITY-ABSORBING HCV

The TCHC may accept port-in participants into the FSS Program **only** when the participant has been absorbed into the TCHC HCV Program. In these cases, the Incoming Portability FSS Program Manager must provide the TCHC FSS Program Manager with the incoming portability information. The TCHC FSS Program Manager will contact the initial PHA/FSS Manager for the following documents:

- Participants FSS Contract of Participation
- Participants up-to-date ITSP, and
- A check for the participants FSS Escrow account balance, if applicable

The Traverse City Housing Commission will not accept the participant into the FSS Program if the initial PHA fails to provide the TCHC FSS Program Manager with the above documents 30 days after the participant has been absorbed into the TCHC HCV Program.

Note: It is ultimately the responsibility of the HCV participant to ensure that the stated documents are successfully transferred within the 30-day timeframe.

COMPLETION OF CONTRACT OF PARTICIPATION:

The Contract of Participation will be considered to be completed* and a family's participation in the FSS Program considered to be concluded when any of the following occurs:

*Requirements of Completion of Contract:

- Consecutive suitable employment the last 6 months of the contract
- Competition of ITSP goals
- No member of the participating family has received TANF assistance during the last 12 months of the contract.

(Completion of contract includes final escrow disbursement)

1. The FSS Family has fulfilled all of its obligations under the contract on or before the expiration of the contract term including any extensions; or

2. Thirty (30) percent of the monthly adjusted income of the FSS Family equals or exceeds the Fair Market Rents (FMR) for the county in which they reside for the size of the unit in which the family qualified for using the established occupancy standards. The Contract of Participation will be considered completed and the family's participation in the FSS Program concluded on this basis even though the contract term, including any extensions thereof, has not expired, and the family members who have Individual Training and Service Plans, have not completed all of the activities as outlined in their plan; and

When, at contract completion, the head of the family certifies and the TCHC verifies that no family member receives Federal or State welfare assistance.

Corrective actions for failure to meet family responsibilities:

If any member of the family does not meet his or her responsibilities under this contract, the family will not receive the money in its FSS escrow account and the HA may:

1. Stop supportive services for the family
2. Terminate the families participation in the FSS program
3. ~~Terminate the HCV assistance, when allowed by HUD requirements, unless the only basis for noncompliance is failure to become independent from welfare assistance. (See section XVI part B, Hearing Procedures).~~

*Prior to any action of this manner, the PCC Board will review the selected file.

Underreporting Income & Assets:

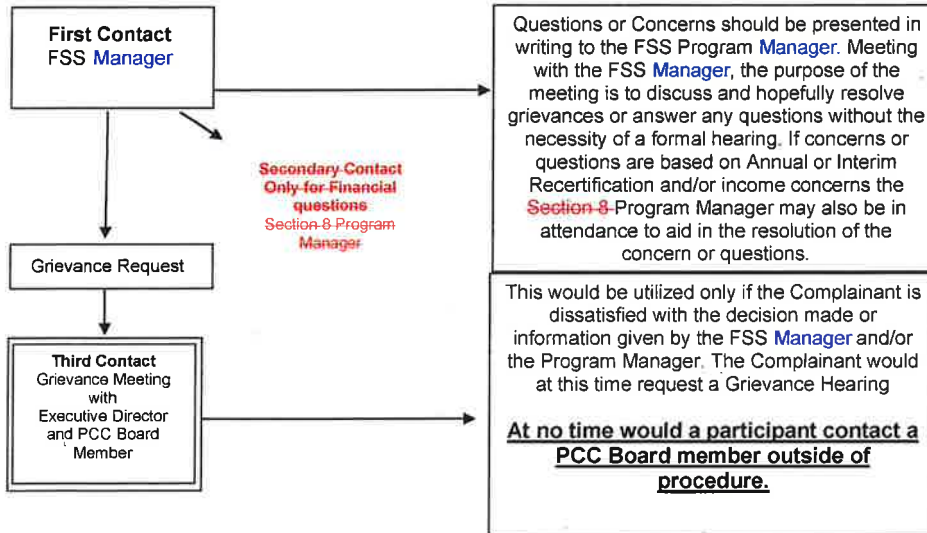
The Annual Income, Earned Income, and TTP based on Adjusted Annual Income will be pulled from the most recent re-examination in accordance with the Traverse City Housing Commission ~~Section 8 HCV~~ Administrative Plan and ACOP, Chapter 11, Part II.C which states:

- *Families are required to report all increases on earned income, including new employment, within 10 business days of the date the change takes effect.*

If the FSS participating family does not disclose an increase of income or assets the family will not be in compliance ~~of the TCHC HCV Program~~. If the family chooses to remedy this by following the TCHC procedures and repaying the monies owed for the difference in rent paid on their part by the TCHC, the TCHC will not terminate their FSS contract. The family will then be on a 12 month probationary period during which time they will be required to provide the TCHC FSS Program Manager with income and asset statements during their quarterly meetings. If the family does not comply with the requirements of this 12 month probation the issue will be presented to the PCC Board for review. If the PCC Board denies the family further participation with the FSS Program their contract may be terminated by the TCHC. If the PCC approves the continuation of the FSS Contract of Participation for this family there will be an additional 12 month probationary period starting on the date of approval. If the family chooses to not comply with the requirements of the probationary period a second time their contract will become void by default. The family will be required to sign an additional contract stating they agree with the requirements of the probationary period before continuing with the program. All participating families will have an opportunity to appeal or grieve any judgments made by the TCHC and/or the PCC Board.

FSS CONTACT ORGANIZATION CHART

Any concerns or complaints regarding the TCHC FSS Program and its policies are requested to follow the below contact chart.



PROGRAM PARTICIPATION, WITHHOLDING OF SERVICES, GRIEVANCE PROCEDURES:

The Contract of Participation may be terminated by any or all of the following:

- The failure of a participating family or member of the participating family to honor or fulfill the terms of the contract or any extensions thereof;
- A participating family achieving the status of self-sufficiency;
- Expirations of the term of the contract and any extensions thereof;
- A participating family's withdrawal from the FSS Program;
- By such other act occurs that is deemed inconsistent with the purpose of the FSS program; or
- By operation of law
- Mutual consent of the parties.

Hearing Procedures:

The Traverse City Housing Commission will give the applicant a written notice within five days of the decision in the following instances:

- Denial of assistance;
- Denial of placement on the waiting list;
- Denial of issuance of escrow disbursement;
- Denial of continued participation in the FSS Program.

If the Traverse City Housing Commission Staff determines that the family is denied, terminated and/or reduced, the Housing Commission staff will notify the family in writing of this decision and state the reason for the decision. The family may request an informal hearing. This request must be in writing within seven (7) working days upon receipt of the Commission action. Upon receipt of the written request for an informal hearing, the Traverse City Housing Commission will schedule an informal hearing as soon as possible but will schedule as to accommodate all parties. The hearing will be conducted by a Commission employee or other public official who is not directly involved in day-to-day operations of the program. This individual will be referred to as the Hearing Official. In addition, the family may retain counsel or another representative, at its own expense, if desired. Prior to the informal hearing, either the family or its counsel/representative will be given the opportunity to examine and produce evidence. The Hearing Official will conduct the informal hearing. Both the Commission and the family or its counsel/representative will be given the opportunity to present evidence in its favor at the informal hearing.

The Hearing Official will have three days after the informal hearing date to make his or her decision. This decision will be provided to both the Housing Commission and the family in writing.

1. Failure to Request an Informal Hearing:

If the complainant does not request a hearing within seven (7) working days of the recipient notice, he or she waives the right to a hearing, and the Housing Commission's proposed disposition of denial, termination or reduction of the assistance will become final. The above determination shall in no way constitute a waiver for the complainant's right to contest the Housing Commission's disposition of his or her complaint to an appropriate judicial court.

2. Other Complaints:

Complaints received from an individual will be accepted either orally or in writing. Contact will be made by the Housing Commission Staff to discuss, and hopefully resolve, the grievance and/or complaints. In the event that the Housing Commission Staff cannot resolve the grievance and/or complaint,

lying outside to realm of the informal review or informal hearing procedures, the complainant will be notified of their opportunity to present the issue (s) to the Traverse City Housing Commission Board of Commissioners.

The Traverse City Housing Commission, in regards to all informal hearing procedures, follows the Notice to the Family [24 CFR 982.555(c)]. In addition to this the TCHC will also include the following:

In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

- The proposed action or decision of the TCHC
- A brief statement of the reasons for the decision including the regulatory reference
- The date the proposed action will take place
- A statement of the families right to an explanation of the basis for the TCHC and/or PCC's decision
- A statement that if the family does not agree with the decision the family may request an informal hearing of the decision
- A deadline for the family to request the informal hearing
- To whom the hearing request should be addressed
- A copy of the TCHC's hearing procedures

The purpose of the review is to resolve disputes and correct any errors. The informal review is for applicants/participants and will be conducted by the PCC Board, the Executive Director of the TCHC, and the FSS Program Manager. All requests received, all supporting documentation and a copy of final decisions will be retained in the applicants file.

The review will be scheduled so as to accommodate the applicant and the person conducting the informal review.

GLOSSARY

A. ACRONYMS USED IN SUBSIDIZED HOUSING

- **AAF** Annual adjustment factor (published by HUD in the Federal Register and used to compute annual rent adjustments)
- **ACC** Annual contributions contract
- **ADA** Americans with Disabilities Act of 1990
- **BR** Bedroom
- **CDBG** Community Development Block Grant (Program)
- **CFR** Code of Federal Regulations (published federal rules that define and implement laws; commonly referred to as “the regulations”)
- **CPI** Consumer price index (published monthly by the Department of Labor as an inflation indicator)
- **FDIC** Federal Deposit Insurance Corporation
- **FHA** Federal Housing Administration
- **FICA** Federal Insurance Contributions Act (established Social Security taxes)
- **FMR** Fair market rent
- **FR** Federal Register
- **FSS** Family Self-Sufficiency (Program)
- **FY** Fiscal year
- **FYE** Fiscal year end
- **GAO** Government Accountability Office
- **GR** Gross rent
- **HAP** Housing assistance payment
- **HCV** Housing choice voucher
- **HQS** Housing quality standards.
- **HUD** Department of Housing and Urban Development
- **HUDCLIPS** HUD Client Information and Policy System
- **IG** (HUD Office of) Inspector General
- **IPA** Independent public accountant
- **IRA** Individual Retirement Account
- **IRS** Internal Revenue Service
- **JTPA** Job Training Partnership Act
- **LBP** Lead-based paint
- **MSA** Metropolitan statistical area (established by the U.S. Census Bureau)
- **MTCS** Multi-family Tenant Characteristics System (now the Form HUD-50058 Sub-module of the PIC system)
- **NOFA** Notice of funding availability
- **OMB** Office of Management and Budget
- **PASS** Plan for Achieving Self-Support
- **PHA** Public housing agency
- **PHRA** Public Housing Reform Act of 1998 (also known as the Quality Housing and Work Responsibility Act)
- **PIC** PIH Information Center

- **PIH** (HUD Office of) Public and Indian Housing
- **PS** Payment standard
- **QC** Quality control
- **QHWRA** Quality Housing and Work Responsibility Act of 1998 (also known as the Public Housing Reform Act)
- **REAC** (HUD) Real Estate Assessment Center
- **RFP** Request for proposals
- **RFTA** Request for tenancy approval
- **RIGI** Regional inspector general for investigation (handles fraud and program abuse matters for HUD at the regional office level)
- **SEMAP** Section 8 Management Assessment Program
- **SRO** Single room occupancy
- **SSA** Social Security Administration
- **SSI** Supplemental security income
- **TANF** Temporary assistance for needy families
- **TR** Tenant rent
- **TTP** Total tenant payment
- **UA** Utility allowance
- **URP** Utility reimbursement payment
- **VAWA** Violence Against Women Reauthorization Act of 2005

B. GLOSSARY OF SUBSIDIZED HOUSING TERMS

- **ACOP.** Acronym for Admissions and Continued Occupancy Policy
- **Absorption.** In portability (under subpart H of this part 982): the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.
- **Accessible.** The facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps.
- **Adjusted Income.** Annual income, less allowable HUD deductions.
- **Adjusted Annual Income.** Same as Adjusted Income.
- **Administrative fee.** Fee paid by HUD to the PHA for administration of the program. See §982.152.
- **Administrative fee reserve** (formerly “operating reserve”). Account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes. See §982.155. Administrative fee reserves from FY 2004 and 2005 funding are further restricted to activities related to the provision of tenant-based rental assistance authorized under Section 8.
- **Administrative plan.** The plan that describes PHA policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA’s board and included as a supporting document to the PHA Plan. See §982.54.

- **Admission.** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.
- **Amortization payment.** In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.
- **Annual contributions contract (ACC).** The written contract between HUD and a PHA under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program.
- **Annual Income.** The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.
- **Applicant (applicant family).** A family that has applied for admission to a program but is not yet a participant in the program.
- **Area Exception Rent.** An amount that exceeds the published FMR. See §982.504(b).
- **“As-paid” States.** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.
- **Assets.** (See Net Family Assets.)
- **Auxiliary aids.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance.
- **Budget authority.** An amount authorized and appropriated by the Congress for payment to as under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.
- **Child.** A member of the family other than the family head or spouse who is under 18 years of age.
- **Child care expenses.** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.
- **Citizen.** A citizen or national of the United States.
- **Co-head.** An individual in the household who is equally responsible for the lease with the head of household. A family may have a co-head or spouse but not both. A co-head never qualifies as a dependent. The co-head must have legal capacity to enter into a lease.
- **Common space.** In shared housing: Space available for use by the assisted family and other occupants of the unit.
- **Computer match.** The automated comparison of data bases containing records about individuals.

- **Confirmatory review.** An on-site review performed by HUD to verify the management performance of a PHA.
- **Consent form.** Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.
- **Congregate housing.** Housing for elderly persons or persons with disabilities that meets the HQS for congragate housing. A special housing type: see §982.606 to §982.609.
- **Contiguous MSA.** In portability (under subpart H of part 982): An MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.
- **Continuously assisted.** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.
- **Contract.** (See Housing Assistance Payments Contract.)
- **Contract authority.** The maximum annual payment by HUD to a PHA for a funding increment.
- **Cooperative** (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: see §982.619.
- **Covered families.** Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.
- **Dating violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- **Dependent.** A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.
- **Disability assistance expenses.** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family

member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

- **Disabled family.** A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.
- **Disabled person.** See Person with Disabilities.
- **Displaced family.** A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- **Domestic violence.** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Domicile.** The legal residence of the household head or spouse as determined in accordance with State and local law.
- **Drug-related criminal activity.** As defined in 42 U.S.C. 1437f(f)(5).
- **Drug-trafficking.** The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
- **Economic Self-Sufficiency Program.** Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see §5.603(c).
- **Elderly family.** A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.
- **Elderly Person.** An individual who is at least 62 years of age.
- **Eligible Family (Family).** A family that is income eligible and meets the other requirements of the Act and Part 5 of 24 CFR.
- **Employer Identification Number (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.
- **Evidence of citizenship or eligible status.** The documents which must be submitted to evidence citizenship or eligible immigration status. (See §5.508(b).)

- **Extremely Low Income Family.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes. (CFR 5.603)
- **Facility.** All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.
- **Fair Housing Act** means title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988
- **Fair market rent (FMR).** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR part 888.
- **Family.** Includes but is not limited to the following, and can be further defined in PHA policy. A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size)
 - An elderly family or a near-elderly family
 - A displaced family
 - The remaining member of a tenant family
 - A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
- **Family rent to owner.** In the voucher program, the portion of rent to owner paid by the family.
- **Family self-sufficiency program (FSS program).** The program established by a PHA in accordance with 24 CFR part 984 to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).
- **Family share.** The portion of rent and utilities paid by the family. For calculation of family share, see §982.515(a).
- **Family unit size.** The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards.
- **Federal agency.** A department of the executive branch of the Federal Government.
- **Foster Child Care Payment.** Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.
- **Full-time Student.** A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended). (CFR 5.603)
- **Funding increment.** Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

- **Gross rent.** The sum of the rent to owner plus any utility allowance.
- **Group home.** A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). A special housing type: see §982.610 to §982.614.
- **Handicap.** Any condition or characteristic that renders a person an individual with handicaps. See 24CFR 8.3.
- **Handicap Assistance Expense.** See “Disability Assistance Expense.”
- **HAP contract.** Housing assistance payments contract. (Contract). A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.
- **Head of household.** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.
- **Housing assistance payment.** The monthly assistance payment by a PHA, which includes: (1) A payment to the owner for rent to the owner under the family’s lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.
- **Housing agency (HA).** A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (“PHA” and “HA” mean the same thing.)
- **Housing Quality Standards.** The HUD minimum quality standards for housing assisted under the voucher program.
- **HUD.** The Department of Housing and Urban Development.
- **Immediate family member.** A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood and marriage.
- **Imputed Asset.** Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.
- **Imputed Income.** HUD passbook rate multiplied by the total cash value of assets. Calculation used when net family assets exceed \$5,000.
- **Imputed welfare income.** An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family’s annual income and therefore reflected in the family’s rental contribution.
- **Income.** Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.
- **Income For Eligibility.** Annual Income.
- **Income information** means information relating to an individual's income, including:
 - All employment income information known to current or previous employers or other income sources
 - All information about wages, as defined in the State's unemployment compensation law, including any Social Security Number; name of the employee; quarterly wages of the employee; and the name, full address,

telephone number, and, when known, Employer Identification Number of an employer reporting wages under a State unemployment compensation law

- Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount and the period received
- Unearned IRS income and self-employment, wages and retirement income
- Wage, social security, and supplemental security income data obtained from the Social Security Administration.

- **Individual with handicaps.** Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.
- **Initial PHA.** In portability, the term refers to both: (1) A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and (2) A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- **Initial payment standard.** The payment standard at the beginning of the HAP contract term.
- **Initial rent to owner.** The rent to owner at the beginning of the HAP contract term.
- **Jurisdiction.** The area in which the PHA has authority under State and local law to administer the program.
- **Landlord.** Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.
- **Lease.** A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA.
- **Live-in aide.** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:
 - Is determined to be essential to the care and well-being of the persons;
 - Is not obligated for the support of the persons; and
 - Would not be living in the unit except to provide the necessary supportive services.
- **Local Preference.** A preference used by the PHA to select among applicant families.
- **Low Income Family.** A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80% for areas with unusually high or low incomes.
- **Manufactured home.** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type: see §982.620 and §982.621.
- **Manufactured home space.** In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See §982.622 to §982.624.

- **Medical expenses.** Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of annual income.
- **Merger Date.** October 1, 1999.
- **Minor.** A member of the family household other than the family head or spouse, who is under 18 years of age.
- **Mixed family.** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
- **Monthly adjusted income.** One twelfth of adjusted income.
- **Monthly income.** One twelfth of annual income.
- **Mutual housing.** Included in the definition of “cooperative.”
- **National.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.
- **Near-elderly family.** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
- **Net family assets.** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
 - In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.
 - In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.
- **Non-citizen.** A person who is neither a citizen nor national of the United States.
- **Notice of Funding Availability (NOFA).** For budget authority that HUD distributes by competitive process, the Federal Register document that invites

applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

- **Office of General Counsel (OGC).** The General Counsel of HUD.
- **Owner.** Any person or entity with the legal right to lease or sublease a unit to a participant.
- **PCC.** Acronym for Program Coordinating Committee.
- **PHA Plan.** The annual plan and the 5-year plan as adopted by the PHA and approved by HUD.
- **PHA's quality control sample.** An annual sample of files or records drawn in an unbiased manner and reviewed by a PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see CFR 985.3.
- **Participant (participant family).** A family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).
- **Payment standard.** The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).
- **Persons With Disabilities.** A person who has a disability as defined in 42 U.S.C. 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means and "individual with handicaps" as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes). See "Individual with handicaps"
- **Portability.** Renting a dwelling unit with Section 8 housing choice voucher outside the jurisdiction of the initial PHA.
- **Premises.** The building or complex in which the dwelling unit is located, including common areas and grounds.
- **Private space.** In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.
- **Processing entity.** The person or entity that, under any of the programs covered, is responsible for making eligibility and related determinations and any income reexamination. In the Section 8 program, the "processing entity" is the "responsible entity."
- **Project owner.** The person or entity that owns the housing project containing the assisted dwelling unit.

- **Public Assistance.** Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.
- **Public Housing Agency (PHA).** Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.
- **Reasonable rent.** A rent to owner that is not more than rent charged: (1) For comparable units in the private unassisted market; and (2) For comparable unassisted units in the premises.
- **Receiving PHA.** In portability: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family.
- **Recertification.** Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported.
- **Remaining Member of Tenant Family.** Person left in assisted housing who may or may not normally qualify for assistance on own circumstances (i.e., an elderly spouse dies, leaving widow age 47 who is not disabled).
- **Rent to owner.** The total monthly rent payable to the owner under the lease for the unit (also known as contract rent). Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.
- **Residency Preference.** A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").
- **Residency Preference Area.** The specified area where families must reside to qualify for a residency preference.
- **Responsible entity.** For the public housing and the Section 8 tenant-based assistance, project based certificate assistance, and moderate rehabilitation programs, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.
- **Secretary.** The Secretary of Housing and Urban Development.
- **Section 8.** Section 8 of the United States Housing Act of 1937.
- **Section 8 covered programs.** All HUD programs which assist housing under Section 8 of the 1937 Act, including Section 8 assisted housing for which loans are made under section 202 of the Housing Act of 1959.
- **Section 214.** Section 214 of the Housing and Community Development Act of 1980, as amended
- **Section 214 covered programs** is the collective term for the HUD programs to which the restrictions imposed by Section 214 apply. These programs are set forth in §5.500.
- **Security Deposit.** A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.

- **Set-up charges.** In a manufactured home space rental: Charges payable by the family for assembling, skirting and anchoring the manufactured home.
- **Shared housing.** A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type: see §982.615 to §982.618.
- **Single Person.** A person living alone or intending to live alone.
- **Single room occupancy housing (SRO).** A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. A special housing type: see §982.602 to §982.605.
- **Social Security Number (SSN).** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.
- **Special admission.** Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.
- **Special housing types.** See subpart M of part 982. Subpart M states the special regulatory requirements for: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).
- **Specified Welfare Benefit Reduction.** Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- **Spouse.** The marriage partner of the head of household.
- **Stalking.** To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- **State Wage Information Collection Agency (SWICA).** The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.
- **Subsidy standards.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.
- **Suspension.** Stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA administrative plan must

describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extension or suspension. This practice is also called “tolling”.


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- **TCHC.** Acronym for Traverse City Housing Commission.
- **Tenancy Addendum.** For the Housing Choice Voucher Program, the lease language required by HUD in the lease between the tenant and the owner.
- **Tenant.** The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.
- **Tenant rent to owner.** See “Family rent to owner”.
- **Term of Lease.** The amount of time a tenant agrees in writing to live in a dwelling unit.
- **Total Tenant Payment (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.
- **Unit.** Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.
- **Utility allowance.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.
- **Utility reimbursement.** In the voucher program, the portion of the housing assistance payment which exceeds the amount of rent to owner.
- **Utility hook-up charge.** In a manufactured home space rental: Costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.
- **Vacancy Loss Payments.** (*Applies only to pre-10/2/95 HAP Contracts in the Rental Certificate Program*). When a family vacates its unit in violation of its lease, the owner is eligible for 80% of the contract rent for a vacancy period of up to one additional month, (beyond the month in which the vacancy occurred) if s/he notifies the PHA as soon as s/he learns of the vacancy, makes an effort to advertise the unit, and does not reject any eligible applicant except for good cause.
- **Very Low Income Family.** A low-income family whose annual income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the housing choice voucher program.
- **Violent criminal activity.** Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

- **Voucher (Housing Choice Voucher).** A document issued by a PHA to a family selected for admission to the housing choice voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program.
- **Voucher holder.** A family holding a voucher with an unexpired term (search time).
- **Voucher program.** The housing choice voucher program.
- **Waiting list admission.** An admission from the PHA waiting list.
- **Welfare assistance.** Income assistance from Federal or State welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care or other services for working families. FOR THE FSS PROGRAM (984.103(b)), “welfare assistance” includes only cash maintenance payments from Federal or State programs designed to meet a family’s ongoing basic needs, but does not include food stamps, emergency rental and utilities assistance, SSI, SSDI, or Social Security.
- **Welfare-to-work (WTW) family.** A family assisted by a PHA with Voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WTW funding for the same purpose).

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: September 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: New Deputy Director

MESSAGE:

The recent retirement announcement from JoAnn Turnbull after eleven+ years of service has made me realize that there is a lot of change on our horizon. While we will certainly miss her when she walks out of the office on November 8, 2016, I suspect that before that date, we will begin to realize that the combination of her enormous amount of institutional knowledge and the growing list all of the “little things” she handled for TCHC should make the morning of November 9, 2016 slightly daunting (for me at least)!

As you know, we are fortunate that we have a solid transition plan in place. The arrival of our new Deputy Director, Michelle Reardon, on September 19th means that we will have eight (8) weeks of training opportunities directly under JoAnn’s guidance. While many of you have met Michelle before, I hope you agree with me that she is certainly qualified to immediately step in and accept this challenge. For those who do not know her, here is a summary bio:

Michelle Reardon has 15+ years of experience in the Community Development field. Most recently Michelle served as the Director of Planning & Zoning for Peninsula Township where she managed land use permitting and decision making processes. Prior to moving to Northern Michigan, Michelle served as the Executive Director of Hometown Housing Partnership, Inc.; a local nonprofit dedicated to securing affordable housing for low to moderate income families in East Lansing. Michelle has a Bachelor of Science degree in Urban and Regional Planning from Eastern Michigan University and a Master of Public Administration from Western Michigan University.


I am excited about our team as it moves forward!

During this month’s Commission meeting I would like a motion to acknowledge this hire and that with restructuring of office duties, further acknowledgment that this position will have signatory controls on our financial institution accounts. Please note that JoAnn’s duties have been divided up between the office manager and the deputy director position. The office manager will prepare all checks and the deputy director will reconcile all accounts and only serve as the back-up or emergency signatory on our accounts. Currently, our program manager has filled this role but will now be removed from all accounts.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: September 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Special Meeting Request

MESSAGE:

At our last regular monthly meeting, Commissioner Smits added an item to our meeting agenda regarding Proposal 3 and more specifically, how it would impact this housing commission. After some discussion, it was referred to the Executive Committee for more discussion and a suggestion as to how to proceed, if at all, with this issue.

The Executive Committee met on September 16 and discussed this item in some detail. It is the final recommendation of the Executive Committee that the Traverse City Housing Commission call a Special Meeting of the Traverse City Housing Commission with a single agenda item of:

“The impact, if any, of the referendum known as Proposal 3 on the Traverse City Housing Commission (its properties and its operations).”

The Special Meeting can be set during our regular meeting today. I have included the relevant language from our By-Laws below:

TCHC BY-LAWS: ARTICLE III – MEETINGS

- 4 Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

Friday, October 14, 2016 at 8:00 A.M. may be an appropriate date for such a meeting.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

None