



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**

Friday, January 28, 2022 at 9:00 A.M.

**LOCATION:**

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

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Traverse City  
Housing Commission  
*a Public Housing Authority*

# **MEETING AGENDA**

January 28, 2022



## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

T: (231) 922-4915 | F: (231) 922-2893

TDD: (800) 649-3777

TCHousing.org

## **NOTICE**

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING  
ON FRIDAY, JANUARY 28, 2022 AT 9:00 A.M.**

**SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER**

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: JANUARY 26, 2022**

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

## **AGENDA**

**I CALL TO ORDER & ROLL CALL**

**II APPROVAL OF AGENDA**

**III PUBLIC COMMENT**

**IV CONSENT AGENDA**

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

- A. *Consideration of Approval of December 3, 2021 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for November & December 2021 for Public Housing Program: Approval Recommended.*

- C. *Consideration of Approval of Schedule of Disbursements for November & December 2021 for HCV (Section 8) Program:* Approval Recommended.
- D. *Review & Approval of Payment of Invoices for January 2022:* Approval Recommended.
- E. *Review & Acceptance of Financial Statements for November & December 2021:* Approval Recommended.

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive & Finance Committee Meeting: January 21, 2022
- B. Governance & Compliance Committee Meeting: January 20, 2022

**VI STAFF & PROGRAM REPORTS**

- A. Executive Director's Report: January 2022
- B. Family Self-Sufficiency (FSS) Program Report: January 2022
- C. Resident Council Report: January 2022

**VII OLD BUSINESS**

- A. TCHC Policy Review Schedule: January 2022
- B. Memorandum on RAD Update: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review

**VIII NEW BUSINESS**

- A. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required

**IX CORRESPONDENCE**

- A. December 7, 2021 E-Mail Response from HUD on FY2021 Audit Submission
- B. December 30, 2021 EPC Measurement & Verification Report from Wind, Water, Energy Conservation
- C. January 20, 2022 Record Eagle Article, "County Appoints Committee to Spend ARPA Money"
- D. Support Housing Michigan Fact Sheet

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** February 18, 2022 at 9:00 A.M.



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

## **CONSENT AGENDA**

December 3, 2021 Regular Meeting Minutes

Schedule of Disbursements for November & December 2021 Public Housing Program

Schedule of Disbursements November & December 2021 HCV (Section 8) Program

Payment of Invoices for January 2022

Financial Statements for November & December 2021

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**December 3, 2021**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:06 A.M.

**I      ROLL CALL**

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.  
Staff – Tony Lentych, Executive Director, and Angie Szabo, Property Manager.  
Residents – Ellen Corcoran and Jeff Turner.  
Guests/Public – Marty Colburn, City Manager.

**II      APPROVAL OF AGENDA**

Vice President Workman moved (Friend support) to approve the agenda as presented. The motion was unanimously approved.

**III      PUBLIC COMMENT**

Marty Colburn thanked the Commission for its service.

Ellen Corcoran asked a question about the recent article published in the Record Eagle about the HUD response to TCHC's waiver request. She asked that her concern be addressed when this item is discussed on the agenda.

**IV      CONSENT AGENDA**

Commissioner Treadwell moved (Putman support) to accept the Consent Agenda as presented in the November 5, 2021 packet.

**Roll Call**

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved. The Consent Agenda was as follows:

- A. Meeting Minutes of November 5, 2021 Regular Meeting.
- B. Schedule of Disbursements for October 2021 for the Public Housing Program.
- C. Schedule of Disbursements for October 2021 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for November 2021.
- E. Financial Statements for October 2021.

**V**      **COMMITTEE REPORTS**

- A. The meeting minutes from the November 19, 2021 Executive & Finance Committee meeting was presented. There were no questions.
- B. The meeting minutes from the November 18, 2021 Governance & Compliance Committee meeting was presented. The TCHC Document Retention Policy was discussed again and it was noted that staff will also use this policy to address “electronic records”. There was discussion about Booster shots and whether or not residents are getting them. It was noted that many are and that all of the staff have gotten their boosters. All of the Commissioners reported that they have received theirs too.

**VI**      **STAFF AND PROGRAM REPORTS**

- A. The Executive Director’s September Report was presented. There was question about the Missing Person at Riverview Terrace and staff reported that we are seeking to “evict” the resident in order to legally be able to lease the unit again. Staff was asked to explain the “Systems Change” trainings he attends through Rotary Charities. This is part of his representation of the Housing North Board of Directors.
- B. The November 2021 Family Self-Sufficiency Report was presented and accepted. There was a new HCV participant signed up for the FSS program.
- C. The Resident Council Report for November 2021 in the packet was reviewed. All financials are in order. Ellen Corcoran was “thanked” for her service and for her stellar advocacy on behalf of the residents of Riverview Terrace.

**VII**      **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. There were no questions.
- B. Staff submitted a memorandum on activities with the RAD Program. The response to HUD over their denial of our Waiver Request was discussed in detail.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. It was noted that several conversations about MEDC investing this project have occurred.

**VIII**      **NEW BUSINESS**

- A. A memorandum on 2022 Regular Meeting Schedule was introduced. It was noted that the May Meeting will not be on the fourth Friday but the Thursday before due to the Memorial Day Weekend. Commissioner Friend moved (Workman support) to adopt and publish the 2022 Regular Meeting Schedule as presented. The motion was unanimously approved.
- B. The final Fiscal Year 2021 Annual Audit was introduced. There was a brief discussion but there were no questions and it was determined that there was no need for the auditor to provide any additional information. Accordingly, Commissioner Treadwell moved (Workman support) to accept the FY 2020 Audit as presented.

**Roll Call**

Treadwell      Yes



Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

- C. A memorandum on a proposed Bulk Cable Contract with Spectrum was introduced. It was noted the previous contract had expired some time ago. The new contract will finally allow our residents to access a very affordable WIFI option that should cut their current costs in half. After discussion, Commissioner Friend moved (Treadwell support) to approve the Contract for Bulk Cable Services at Riverview Terrace.

**Roll Call**

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was unanimously approved.

**IX CORRESPONDENCE**

Three (3) items of correspondence were presented and accepted into the record: an article on the HUD response to our Waiver Request, a HCV Wait List Flyer, and a Housing North newsletter.

**X PUBLIC COMMENT**

Ellen Corcoran made general comments regarding the cable contract, the MSHDA involvement in Riverview vouchers, and affordable housing overall. Jeff Turner wished everyone a happy holiday season.

**XI COMMISSIONER COMMENT**

Commissioner Lockwood thanked Ellen Corcoran again for all her great work.

**XII ADJOURNMENT**

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Heather Lockwood announced the next meeting on January 28, 2022 and closed the meeting at 10:24 A.M.

Respectfully submitted,

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Tony Lentych, Executive Director and Recording Secretary

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Heather Lockwood, President

Date: 11/30/2021  
Time: 14:16:45

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 11/01/2021 To: 11/30/2021

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2021	DEP	U.S. Dept. of HUD		5,846.00	191,557.33
11/01/2021	DEP	U.S. Dept. of HUD		29,256.50	220,813.83
11/02/2021	EFT	Optum Bank	163.83		220,650.00
11/02/2021	EFT	Principal Life Insurance Co.	989.56		219,660.44
11/02/2021	EFT	Internal Revenue Service	3,158.76		216,501.68
11/02/2021	EFT	State of Michigan	529.28		215,972.40
11/02/2021	EFT	Alisa Korn	1,567.33		214,405.07
11/02/2021	EFT	Anthony Lentych	2,532.58		211,872.49
11/02/2021	EFT	Denelle Moss	1,097.23		210,775.26
11/02/2021	EFT	Angela N. Szabo	1,212.36		209,562.90
11/02/2021	EFT	Joseph Frawley	1,268.66		208,294.24
11/02/2021	EFT	David Gourlay	1,061.12		207,233.12
11/02/2021	EFT	Justin Sailors	1,120.88		206,112.24
11/02/2021	EFT	Henry Webb	627.06		205,485.18
11/04/2021	DEP			29,146.66	234,631.84
11/11/2021	EFT	Principal Life Insurance Co.	13,966.40		220,665.44
11/11/2021	040522	DeWeese Hardware	101.29		220,564.15
11/11/2021	040523	Sherwin Williams Co.	22.77		220,541.38
11/11/2021	040524	Integrated Payroll Services, Inc.	64.80		220,476.58
11/11/2021	040525	Total Attention	900.00		219,576.58
11/11/2021	040526	Twin Bay Glass Inc.	340.82		219,235.76
11/11/2021	040527	HDS, LLC DBA Kanso Software	400.50		218,835.26
11/11/2021	040528	Verizon Wireless	35.29		218,799.97
11/11/2021	040529	DTE ENERGY	352.27		218,447.70
11/11/2021	040530	Engineered Protection Systems Inc	127.26		218,320.44
11/11/2021	040531	Housing Authority Accounting...	1,161.61		217,158.83
11/11/2021	040532	Byte Productions, LLC	30.00		217,128.83
11/11/2021	040533	Campfil USA, Inc.	857.04		216,271.79
11/11/2021	040534	Housing North	420.00		215,851.79
11/11/2021	040535	David Gourlay	189.17		215,662.62
11/11/2021	040536	Joseph Frawley	160.38		215,502.24
11/11/2021	040537	Justin Sailors	145.94		215,356.30
11/11/2021	040538	HD Supply	647.29		214,709.01
11/11/2021	040539	Great Lakes Business Systems, Inc.	135.61		214,573.40
11/11/2021	040540	Grand Traverse County DPW	483.00		214,090.40
11/11/2021	040541	McCardel Water Conditioning	8.00		214,082.40
11/11/2021	040542	Safety Net	125.00		213,957.40
11/11/2021	040543	Thomas P. Licavoli	1,770.00		212,187.40
11/11/2021	040544	D & W Mechanical	1,193.40		210,994.00
11/11/2021	040545	Republic Services #239	1,475.17		209,518.83

Date: 11/30/2021  
Time: 14:16:45

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 11/01/2021 To: 11/30/2021

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
11/11/2021	040546	Spectrum Business	184.98		209,333.85
11/11/2021	040547	Staples	103.26		209,230.59
11/11/2021	040548	Granite Telecommunications	325.81		208,904.78
11/11/2021	040549	Allen Supply	491.00		208,413.78
11/11/2021	040550	ASTI	2,400.00		206,013.78
11/11/2021	040551	Kuhn Rogers PLC	4,377.46		201,636.32
11/11/2021	040552	Vision Service Plan	52.42		201,583.90
11/11/2021	040553	City Of Traverse City	215.48		201,368.42
11/11/2021	040554	Ace Hardware	229.86		201,138.56
11/11/2021	040555	City Of Traverse City	80.30		201,058.26
11/11/2021	040556	DTE ENERGY	117.70		200,940.56
11/15/2021	DEP			17,361.28	218,301.84
11/29/2021	DEP			6,520.00	224,821.84
11/29/2021	DEP			21,882.91	246,704.75
11/30/2021	040557	Safety Net	854.00		245,850.75
11/30/2021	040558	Integrated Payroll Services, Inc.	134.00		245,716.75
11/30/2021	040559	Acme Hauling	80.00		245,636.75
11/30/2021	040560	Speedwrench, Inc.	375.00		245,261.75
11/30/2021	040561	Environmental Pest Control	290.00		244,971.75
11/30/2021	040562	Sherwin Williams Co.	100.19		244,871.56
11/30/2021	040563	Verizon Wireless	39.69		244,831.87
11/30/2021	040564	Allen Supply	1,835.00		242,996.87
11/30/2021	040565	Uline	788.57		242,208.30
11/30/2021	040566	Riverview Terrace Resident Council	3,000.00		239,208.30
11/30/2021	040567	Snap Printing	207.08		239,001.22
11/30/2021	040568	Rosetta Miller	244.00		238,757.22
11/30/2021	040569	Priority Health	3,514.89		235,242.33
11/30/2021	040570	Housing Data Systems	108.75		235,133.58
11/30/2021	040571	Spectrum Business	3,980.09		231,153.49
11/30/2021	040572	Kuhn Rogers PLC	393.00		230,760.49
11/30/2021	040573	Accident Fund	1,451.00		229,309.49
11/30/2021	040574	Northwest Lock, Inc.	230.60		229,078.89
11/30/2021	040575	D & W Mechanical	3,070.00		226,008.89
11/30/2021	040576	Thomas P. Licavoli	3,140.00		222,868.89
11/30/2021	040577	DTE ENERGY	144.24		222,724.65
11/30/2021	040578	Home Depot Credit Services	450.76		222,273.89
11/30/2021	040579	SAM'S CLUB	348.93		221,924.96
11/30/2021	040580	Cardmember Service	1,135.65		220,789.31
11/30/2021	040581	Vision Service Plan	104.84		220,684.47
11/30/2021	040582	Aflac	197.01		220,487.46

Date: 11/30/2021  
Time: 14:16:46

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 11/01/2021 To: 11/30/2021

Date	Ref Num	Payee	Payment	Deposit	Balance
Total:			75,237.22	110,013.35	

Date: 01/25/2022  
Time: 10:39:52

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 12/01/2021 To: 12/31/2021

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
12/01/2021	DEP			2,276.00	193,983.47
12/01/2021	DEP	U.S. Dept. of HUD		5,844.34	199,827.81
12/01/2021	DEP	U.S. Dept. of HUD		32,514.00	232,341.81
12/03/2021	DEP			23,758.55	256,100.36
12/08/2021	DEP			15,810.00	271,910.36
12/14/2021	EFT	Internal Revenue Service	3,264.24		268,646.12
12/14/2021	EFT	State of Michigan	545.69		268,100.43
12/14/2021	EFT	Optum Bank	163.83		267,936.60
12/14/2021	EFT	Principal Life Insurance Co.	989.56		266,947.04
12/14/2021	EFT	Alisa Korn	1,567.33		265,379.71
12/14/2021	EFT	Anthony Lentych	2,532.57		262,847.14
12/14/2021	EFT	Dennell Moss	1,097.23		261,749.91
12/14/2021	EFT	Angela N. Szabo	1,212.35		260,537.56
12/14/2021	EFT	Joseph Frawley	1,268.66		259,268.90
12/14/2021	EFT	David Gourlay	1,222.08		258,046.82
12/14/2021	EFT	Justin Sailors	1,223.61		256,823.21
12/14/2021	EFT	Henry Webb	657.36		256,165.85
12/16/2021	DEP			2,216.00	258,381.85
12/21/2021	040583	Summit Companies	120.00		258,261.85
12/21/2021	040584	Environmental Pest Control	290.00		257,971.85
12/21/2021	040585	Northwest Lock, Inc.	12.72		257,959.13
12/21/2021	040586	ASTI	11,550.00		246,409.13
12/21/2021	040587	Kuhn Rogers PLC	4,201.00		242,208.13
12/21/2021	040588	Home Depot Credit Services	1,119.12		241,089.01
12/21/2021	040589	Ace Hardware	35.99		241,053.02
12/21/2021	040590	All American Investment Group, LLC	9,486.76		231,566.26
12/21/2021	040591	David Gourlay	158.82		231,407.44
12/21/2021	040592	Joseph Frawley	198.68		231,208.76
12/21/2021	040593	Justin Sailors	128.69		231,080.07
12/21/2021	040594	Byte Productions, LLC	30.00		231,050.07
12/21/2021	040595	Engineered Protection Systems Inc	208.80		230,841.27
12/21/2021	040596	Smith & Klaczewicz, PC	6,100.00		224,741.27
12/21/2021	040597	McCardel Water Conditioning	8.00		224,733.27
12/21/2021	040598	Grand Traverse County DPW	483.00		224,250.27
12/21/2021	040599	Total Attention	350.00		223,900.27
12/21/2021	040600	Great Lakes Business Systems, Inc.	149.24		223,751.03
12/21/2021	040601	South Cedar Chimney Sweep	240.00		223,511.03
12/21/2021	040602	Republic Services #239	1,196.99		222,314.04
12/21/2021	040603	Traverse City Record Eagle	95.85		222,218.19
12/21/2021	040604	Safety Net	1,637.25		220,580.94

Date: 01/25/2022  
Time: 10:39:52

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 12/01/2021 To: 12/31/2021

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Date	Ref Num	Payee	Payment	Deposit	Balance
12/21/2021	040605	Nichols Paper & Supply Co.	133.35		220,447.59
12/21/2021	040606	Sherwin Williams Co.	85.26		220,362.33
12/21/2021	040607	Aflac	197.01		220,165.32
12/21/2021	040608	Judy Kretzschmer	302.00		219,863.32
12/21/2021	040609	Elmer's	95.00		219,768.32
12/21/2021	040610	Staples	308.83		219,459.49
12/21/2021	040611	AmRent	65.10		219,394.39
12/21/2021	040612	Integrated Payroll Services, Inc.	67.00		219,327.39
12/21/2021	040613	Thomas P. Licavoli	1,070.00		218,257.39
12/21/2021	040614	City Of Traverse City	192.00		218,065.39
12/21/2021	040615	Priority Health	3,514.89		214,550.50
12/21/2021	040616	Traverse City Record Eagle	288.49		214,262.01
12/21/2021	040617	City Of Traverse City	329.14		213,932.87
12/21/2021	040618	Kendall Electric Inc	39.07		213,893.80
12/21/2021	040619	BSB Communications, Inc	180.00		213,713.80
12/21/2021	040620	SAM'S CLUB	788.64		212,925.16
12/21/2021	040621	Granite Telecommunications	326.88		212,598.28
12/21/2021	040622	Spectrum Business	184.98		212,413.30
12/21/2021	040623	DTE ENERGY	2,141.13		210,272.17
12/21/2021	040624	D & W Mechanical	411.30		209,860.87
12/21/2021	040625	Housing Authority Accounting...	1,161.61		208,699.26
12/21/2021	040626	Spectrum Business	3,890.09		204,809.17
12/21/2021	040627	City Of Traverse City	22,861.18		181,947.99
12/21/2021	040628	Independent Bank	286.45		181,661.54
12/21/2021	040628	**VOID** Independent Bank	( 286.45)		181,947.99
12/21/2021	040629	City Of Traverse City	80.30		181,867.69
12/21/2021	040630	DTE ENERGY	117.70		181,749.99
12/28/2021	EFT	Internal Revenue Service	3,324.22		178,425.77
12/28/2021	EFT	State of Michigan	554.65		177,871.12
12/28/2021	EFT	Optum Bank	163.83		177,707.29
12/28/2021	EFT	Principal Life Insurance Co.	1,020.76		176,686.53
12/28/2021	EFT	Alisa Korn	1,685.07		175,001.46
12/28/2021	EFT	Anthony Lentych	2,532.57		172,468.89
12/28/2021	EFT	Dennell Moss	1,097.23		171,371.66
12/28/2021	EFT	Angela N. Szabo	1,271.23		170,100.43
12/28/2021	EFT	Joseph Frawley	1,327.00		168,773.43
12/28/2021	EFT	David Gourlay	1,122.01		167,651.42
12/28/2021	EFT	Justin Sailors	1,323.57		166,327.85
12/28/2021	EFT	Henry Webb	581.63		165,746.22
12/30/2021	DEP			10,928.34	13 176,674.56

Date: 01/25/2022  
Time: 10:39:52

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 12/01/2021 To: 12/31/2021

Date	Ref Num	Payee	Payment	Deposit	Balance
Total:			108,380.14	93,347.23	

Date: 01/25/2022  
Time: 10:38:25

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 11/01/2021 To: 11/30/2021

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Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2021	ADJST	PNC Bank	70.45		180,695.60
11/01/2021	DEP	U.S. Dept. of HUD		6,315.00	187,010.60
11/01/2021	DEP	U.S. Dept. of HUD		87,094.00	274,104.60
11/01/2021	000263	Jeana Aiken	659.00		273,445.60
11/01/2021	000263	Dustin Ansoerge	1,500.00		271,945.60
11/01/2021	000263	Ayers Investment Properties LLC	571.00		271,374.60
11/01/2021	000263	B & R RENTALS, LLC	633.00		270,741.60
11/01/2021	000263	Bay Front Apartments	423.00		270,318.60
11/01/2021	000263	Bay Hill Housing LDHALP	10,124.00		260,194.60
11/01/2021	000263	Bay Hill II	9,405.00		250,789.60
11/01/2021	000263	Elizabeth Beckett	297.00		250,492.60
11/01/2021	000263	Bellaire Senior Apartments	381.00		250,111.60
11/01/2021	000263	Brookside Commons LDHA, LP	3,540.00		246,571.60
11/01/2021	000263	Rebecca Carmien	254.00		246,317.60
11/01/2021	000263	Carson Square	6,874.00		239,443.60
11/01/2021	000263	Chris R. Frank	618.00		238,825.60
11/01/2021	000263	Central Lake Townhouses	109.00		238,716.60
11/01/2021	000263	Cherrywood Village Farms, Inc.	3,393.00		235,323.60
11/01/2021	000263	Davis Investment Properties, LLC	936.00		234,387.60
11/01/2021	000263	Jack V. Dean	403.00		233,984.60
11/01/2021	000263	Five P Enterprises, LLC	507.00		233,477.60
11/01/2021	000263	Lisa Forbes	531.00		232,946.60
11/01/2021	000263	Frankfort Housing LDHA LP	846.00		232,100.60
11/01/2021	000263	Michael Glowacki	309.00		231,791.60
11/01/2021	000263	David Grzesiek	318.00		231,473.60
11/01/2021	000263	Habitat for Humanity	327.00		231,146.60
11/01/2021	000263	Harbour Ridge Apts	1,245.00		229,901.60
11/01/2021	000263	Joan Herman	545.00		229,356.60
11/01/2021	000263	Hillview Terrace	1,302.00		228,054.60
11/01/2021	000263	Josh Hollister	714.00		227,340.60
11/01/2021	000263	HomeStretch	5,198.00		222,142.60
11/01/2021	000263	Matthew Jones	694.00		221,448.60
11/01/2021	000263	Donna Kalchik	436.00		221,012.60
11/01/2021	000263	Carol Kingman	508.00		220,504.60
11/01/2021	000263	Lake Pointe Acquisitions LLC.	750.00		219,754.60
11/01/2021	000263	Sidney Lammers	406.00		219,348.60
11/01/2021	000263	Don E. Lint	586.00		218,762.60
11/01/2021	000263	Maret Sabourin	757.00		218,005.60
11/01/2021	000263	Sue Martin	792.00		217,213.60
11/01/2021	000263	Revokable Trust of Richard T &...	336.00		216,877.60



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Date	Ref Num	Payee	Payment	Deposit	Balance
11/01/2021	000263	Oak Park Apts	838.00		216,039.60
11/01/2021	000263	Oak Terrace Apts	750.00		215,289.60
11/01/2021	000263	Dawn M. Oh	719.00		214,570.60
11/01/2021	000263	Daniel G. Pohlman	356.00		214,214.60
11/01/2021	000263	Douglas L. Porter	542.00		213,672.60
11/01/2021	000263	Post Village Glen, LLC	8,468.00		205,204.60
11/01/2021	000263	Kevin Reabe	701.00		204,503.60
11/01/2021	000263	Timothy Rice	392.00		204,111.60
11/01/2021	000263	Sabin Pond Apartments LLC	103.00		204,008.60
11/01/2021	000263	Eldon Schaub	470.00		203,538.60
11/01/2021	000263	Mike & Melissa Schichtel	591.00		202,947.60
11/01/2021	000263	Sherwin Rentals	617.00		202,330.60
11/01/2021	000263	SILVER SHORES MHC	2,670.00		199,660.60
11/01/2021	000263	Ryan Storey	361.00		199,299.60
11/01/2021	000263	22955 Investments LLC	2,077.00		197,222.60
11/01/2021	000263	TCR Investments, LLC	1,014.00		196,208.60
11/01/2021	000263	Wendy Teagan	436.00		195,772.60
11/01/2021	000263	Village View Housing LHDA LP	1,172.00		194,600.60
11/01/2021	000263	Village Woods	714.00		193,886.60
11/01/2021	000263	Wagner Asset Group at Ninth...	307.00		193,579.60
11/01/2021	000263	Kevin Warren	130.00		193,449.60
11/01/2021	000263	Paul Wheelock	411.00		193,038.60
11/01/2021	000263	Woodmere Ridge Apartments...	4,602.00		188,436.60
11/01/2021	000263	Wyatt Road Apartment Company	1,162.00		187,274.60
11/01/2021	000263	Theodore V. Zachman	1,098.00		186,176.60
11/01/2021	000263	Ann Zenner	710.00		185,466.60
11/01/2021	000263	Barb Zupin	486.00		184,980.60
11/01/2021	023346	Village Apartments LP	380.00		184,600.60
11/11/2021	023347	Cherryland Electric Cooperative	24.00		184,576.60
11/11/2021	023348	City Of Traverse City	85.10		184,491.50
11/11/2021	023349	Consumers Energy	17.00		184,474.50
11/11/2021	023350	DTE ENERGY	127.90		184,346.60
11/11/2021	023351	Traverse City Housing Commission	4,136.00		180,210.60
11/15/2021	DEP			100.00	180,310.60
Total:			93,964.45	93,509.00	

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12/01/2021	ADJST	PNC Bank	69.75		180,240.85
12/01/2021	DEP	U.S. Dept. of HUD		6,315.00	186,555.85
12/01/2021	DEP	U.S. Dept. of HUD		94,595.00	281,150.85
12/01/2021	000264	Jeana Aiken	724.00		280,426.85
12/01/2021	000264	Dustin Ansoerge	1,500.00		278,926.85
12/01/2021	000264	Ayers Investment Properties LLC	571.00		278,355.85
12/01/2021	000264	B & R RENTALS, LLC	658.00		277,697.85
12/01/2021	000264	Bay Front Apartments	423.00		277,274.85
12/01/2021	000264	Bay Hill Housing LDHALP	10,595.00		266,679.85
12/01/2021	000264	Bay Hill II	9,542.00		257,137.85
12/01/2021	000264	Elizabeth Beckett	297.00		256,840.85
12/01/2021	000264	Bellaire Senior Apartments	381.00		256,459.85
12/01/2021	000264	Brookside Commons LDHA, LP	3,577.00		252,882.85
12/01/2021	000264	Rebecca Carmien	254.00		252,628.85
12/01/2021	000264	Carson Square	5,991.00		246,637.85
12/01/2021	000264	Chris R. Frank	618.00		246,019.85
12/01/2021	000264	Central Lake Townhouses	109.00		245,910.85
12/01/2021	000264	Cherrywood Village Farms, Inc.	3,393.00		242,517.85
12/01/2021	000264	Davis Investment Properties, LLC	936.00		241,581.85
12/01/2021	000264	Jack V. Dean	403.00		241,178.85
12/01/2021	000264	Five P Enterprises, LLC	507.00		240,671.85
12/01/2021	000264	Lisa Forbes	531.00		240,140.85
12/01/2021	000264	Frankfort Housing LDHA LP	846.00		239,294.85
12/01/2021	000264	Michael Glowacki	309.00		238,985.85
12/01/2021	000264	David Grzesiek	318.00		238,667.85
12/01/2021	000264	Habitat for Humanity	327.00		238,340.85
12/01/2021	000264	Harbour Ridge Apts	1,331.00		237,009.85
12/01/2021	000264	Joan Herman	545.00		236,464.85
12/01/2021	000264	Hillview Terrace	1,302.00		235,162.85
12/01/2021	000264	Josh Hollister	714.00		234,448.85
12/01/2021	000264	HomeStretch	6,114.00		228,334.85
12/01/2021	000264	Matthew Jones	694.00		227,640.85
12/01/2021	000264	Donna Kalchik	436.00		227,204.85
12/01/2021	000264	Carol Kingman	508.00		226,696.85
12/01/2021	000264	Lake Pointe Acquisitions LLC.	784.00		225,912.85
12/01/2021	000264	Sidney Lammers	398.00		225,514.85
12/01/2021	000264	Don E. Lint	586.00		224,928.85
12/01/2021	000264	Maret Sabourin	757.00		224,171.85
12/01/2021	000264	Sue Martin	780.00		223,391.85
12/01/2021	000264	Revokable Trust of Richard T &...	336.00		223,055.85

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Date	Ref Num	Payee	Payment	Deposit	Balance
12/01/2021	000264	Oak Park Apts	827.00		222,228.85
12/01/2021	000264	Oak Terrace Apts	750.00		221,478.85
12/01/2021	000264	Dawn M. Oh	719.00		220,759.85
12/01/2021	000264	Daniel G. Pohlman	352.00		220,407.85
12/01/2021	000264	Douglas L. Porter	542.00		219,865.85
12/01/2021	000264	Post Village Glen, LLC	8,840.00		211,025.85
12/01/2021	000264	Kevin Reabe	701.00		210,324.85
12/01/2021	000264	Timothy Rice	392.00		209,932.85
12/01/2021	000264	Sabin Pond Apartments LLC	103.00		209,829.85
12/01/2021	000264	Eldon Schaub	470.00		209,359.85
12/01/2021	000264	Mike & Melissa Schichtel	591.00		208,768.85
12/01/2021	000264	Sherwin Rentals	615.00		208,153.85
12/01/2021	000264	SILVER SHORES MHC	2,740.00		205,413.85
12/01/2021	000264	Ryan Storey	361.00		205,052.85
12/01/2021	000264	22955 Investments LLC	2,077.00		202,975.85
12/01/2021	000264	TCR Investments, LLC	1,036.00		201,939.85
12/01/2021	000264	Wendy Teagan	436.00		201,503.85
12/01/2021	000264	Village View Housing LHDA LP	1,172.00		200,331.85
12/01/2021	000264	Village Woods	655.00		199,676.85
12/01/2021	000264	Wagner Asset Group at Ninth...	476.00		199,200.85
12/01/2021	000264	Kevin Warren	130.00		199,070.85
12/01/2021	000264	Paul Wheelock	411.00		198,659.85
12/01/2021	000264	Woodmere Ridge Apartments...	5,929.00		192,730.85
12/01/2021	000264	Wyatt Road Apartment Company	1,156.00		191,574.85
12/01/2021	000264	Theodore V. Zachman	755.00		190,819.85
12/01/2021	000264	Ann Zenner	710.00		190,109.85
12/01/2021	000264	Barb Zupin	486.00		189,623.85
12/01/2021	023352	Village Apartments LP	380.00		189,243.85
12/01/2021	023353	Traverse City Housing Commission	6,992.55		182,251.30
12/08/2021	DEP			100.00	182,351.30
12/21/2021	023354	Traverse City Housing Commission	3,490.00		178,861.30
12/21/2021	023355	Cherryland Electric Cooperative	24.00		178,837.30
12/21/2021	023356	City Of Traverse City	85.10		178,752.20
12/21/2021	023357	Consumers Energy	17.00		178,735.20
12/21/2021	023358	DTE ENERGY	267.90		178,467.30
Total:			102,853.30	101,010.00	

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Chemical Bank  
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Date	Ref Num	Payee	Payment	Deposit	Balance
01/07/2022	DEP			31,963.00	208,637.56
01/07/2022	DEP	U.S. Dept. of HUD		25,691.00	234,328.56
01/07/2022	DEP			7,124.00	241,452.56
01/11/2022	EFT	Internal Revenue Service	3,372.87		238,079.69
01/11/2022	EFT	State of Michigan	562.89		237,516.80
01/11/2022	EFT	Optum Bank	163.83		237,352.97
01/11/2022	EFT	Principal Life Insurance Co.	1,020.76		236,332.21
01/11/2022	EFT	Alisa Korn	1,690.48		234,641.73
01/11/2022	EFT	Anthony Lentych	2,537.57		232,104.16
01/11/2022	EFT	Dennell Moss	1,099.74		231,004.42
01/11/2022	EFT	Angela N. Szabo	1,273.73		229,730.69
01/11/2022	EFT	Joseph Frawley	1,380.06		228,350.63
01/11/2022	EFT	David Gourlay	1,266.04		227,084.59
01/11/2022	EFT	Justin Sailors	1,181.93		225,902.66
01/11/2022	EFT	Henry Webb	735.17		225,167.49
01/13/2022	DEP			2,887.00	228,054.49
01/13/2022	EFT	Internal Revenue Service	3,264.24		224,790.25
01/13/2022	DEP			500.00	225,290.25
01/13/2022	EFT	**VOID** Internal Revenue Service	( 3,264.24)		228,554.49
01/13/2022	040631	City Of Traverse City	111.50		228,442.99
01/13/2022	040632	DTE ENERGY	190.50		228,252.49
01/13/2022	040633	Alliance Architects, Inc.	2,488.75		225,763.74
01/13/2022	040634	D & W Mechanical	468.85		225,294.89
01/13/2022	040635	Quadient Finance USA, Inc.	149.85		225,145.04
01/13/2022	040636	Verizon Wireless	7.20		225,137.84
01/13/2022	040637	McCardel Water Conditioning	8.00		225,129.84
01/13/2022	040638	Thomas P. Licavoli	1,170.00		223,959.84
01/13/2022	040639	Grand Traverse County DPW	483.00		223,476.84
01/13/2022	040640	Safety Net	139.00		223,337.84
01/13/2022	040641	City Of Traverse City	164.57		223,173.27
01/13/2022	040642	Housing Authority Accounting...	1,431.61		221,741.66
01/13/2022	040643	Byte Productions, LLC	30.00		221,711.66
01/13/2022	040644	Environmental Pest Control	130.00		221,581.66
01/13/2022	040645	Wind, Water & Energy Conservation	1,185.35		220,396.31
01/13/2022	040646	Kendall Electric Inc	955.34		219,440.97
01/13/2022	040647	Mcgough's	575.00		218,865.97
01/13/2022	040648	City Of Traverse City	4,560.00		214,305.97
01/13/2022	040649	Spectrum Business	184.98		214,120.99
01/13/2022	040650	Integrated Payroll Services, Inc.	219.00		213,901.99
01/13/2022	040651	Elmer's	570.00		213,331.99

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01/13/2022	040652	DTE ENERGY	3,295.59		210,036.40
01/13/2022	040653	Great Lakes Business Systems, Inc.	190.17		209,846.23
01/13/2022	040654	Republic Services #239	1,791.39		208,054.84
01/13/2022	040655	Spectrum Business	4,167.86		203,886.98
01/13/2022	040656	AmRent	21.70		203,865.28
01/13/2022	040657	Kuhn Rogers PLC	136.50		203,728.78
01/13/2022	040658	Aflac	329.35		203,399.43
01/13/2022	040659	David Gourlay	192.90		203,206.53
01/13/2022	040660	Angela N. Szabo	224.56		202,981.97
01/13/2022	040661	Joseph Frawley	195.32		202,786.65
01/13/2022	040662	Justin Sailors	133.45		202,653.20
01/13/2022	040663	City Of Traverse City	160.62		202,492.58
01/13/2022	040664	Ace Hardware	143.71		202,348.87
01/13/2022	040665	Home Depot Credit Services	455.98		201,892.89
01/13/2022	040666	DeWeese Hardware	38.35		201,854.54
01/13/2022	040667	Cardmember Service	1,545.65		200,308.89
01/13/2022	040668	City Of Traverse City	48.46		200,260.43
01/13/2022	040669	Staples	46.69		200,213.74
01/13/2022	040670	SAM'S CLUB	624.81		199,588.93
01/21/2022	DEP			20,389.77	219,978.70
01/25/2022	EFT	Internal Revenue Service	4,059.06		215,919.64
01/25/2022	EFT	State of Michigan	659.90		215,259.74
01/25/2022	EFT	Optum Bank	163.83		215,095.91
01/25/2022	EFT	Principal Life Insurance Co.	1,177.36		213,918.55
01/25/2022	EFT	Alisa Korn	1,690.48		212,228.07
01/25/2022	EFT	Anthony Lentych	2,537.58		209,690.49
01/25/2022	EFT	Dennell Moss	1,099.74		208,590.75
01/25/2022	EFT	Angela N. Szabo	1,273.73		207,317.02
01/25/2022	EFT	Joseph Frawley	1,402.37		205,914.65
01/25/2022	EFT	Joseph Frawley	1,872.84		204,041.81
01/25/2022	EFT	David Gourlay	1,126.19		202,915.62
01/25/2022	EFT	Justin Sailors	1,181.84		201,733.78
01/25/2022	EFT	Henry Webb	659.46		201,074.32
01/25/2022	040671	Independent Bank	807.30		200,267.02

**Total:** 64,962.31 88,554.77

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01/04/2022	ADJST	PNC Bank	136.40		178,330.90
01/04/2022	DEP	U.S. Dept. of HUD		9,062.00	187,392.90
01/04/2022	DEP	U.S. Dept. of HUD		96,576.00	283,968.90
01/04/2022	000265	Jeana Aiken	724.00		283,244.90
01/04/2022	000265	Dustin Ansoerge	1,500.00		281,744.90
01/04/2022	000265	Ayers Investment Properties LLC	721.00		281,023.90
01/04/2022	000265	B & R RENTALS, LLC	658.00		280,365.90
01/04/2022	000265	Bay Front Apartments	423.00		279,942.90
01/04/2022	000265	Bay Hill Housing LDHALP	11,438.00		268,504.90
01/04/2022	000265	Bay Hill II	9,542.00		258,962.90
01/04/2022	000265	Elizabeth Beckett	297.00		258,665.90
01/04/2022	000265	Bellaire Senior Apartments	381.00		258,284.90
01/04/2022	000265	Brookside Commons LDHA, LP	3,577.00		254,707.90
01/04/2022	000265	Padrice Brown	539.00		254,168.90
01/04/2022	000265	Rebecca Carmien	254.00		253,914.90
01/04/2022	000265	Carson Square	5,991.00		247,923.90
01/04/2022	000265	Chris R. Frank	618.00		247,305.90
01/04/2022	000265	Central Lake Townhouses	119.00		247,186.90
01/04/2022	000265	Cherrywood Village Farms, Inc.	3,125.00		244,061.90
01/04/2022	000265	Davis Investment Properties, LLC	936.00		243,125.90
01/04/2022	000265	Jack V. Dean	403.00		242,722.90
01/04/2022	000265	Five P. Enterprises, LLC	507.00		242,215.90
01/04/2022	000265	Lisa Forbes	531.00		241,684.90
01/04/2022	000265	Frankfort Housing LDHA LP	1,415.00		240,269.90
01/04/2022	000265	Michael Glowacki	309.00		239,960.90
01/04/2022	000265	David Grzesiek	318.00		239,642.90
01/04/2022	000265	Habitat for Humanity	327.00		239,315.90
01/04/2022	000265	Harbour Ridge Apts	1,331.00		237,984.90
01/04/2022	000265	Joan Herman	545.00		237,439.90
01/04/2022	000265	Hillview Terrace	1,364.00		236,075.90
01/04/2022	000265	Josh Hollister	714.00		235,361.90
01/04/2022	000265	HomeStretch	5,293.00		230,068.90
01/04/2022	000265	Matthew Jones	694.00		229,374.90
01/04/2022	000265	Donna Kalchik	436.00		228,938.90
01/04/2022	000265	Carol Kingman	508.00		228,430.90
01/04/2022	000265	Lake Pointe Acquisitions LLC.	822.00		227,608.90
01/04/2022	000265	Sidney Lammers	398.00		227,210.90
01/04/2022	000265	Don E. Lint	582.00		226,628.90
01/04/2022	000265	Maret Sabourin	757.00		225,871.90
01/04/2022	000265	Sue Martin	780.00		225,091.90

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Date	Ref Num	Payee	Payment	Deposit	Balance
01/04/2022	000265	Revokable Trust of Richard T &...	336.00		224,755.90
01/04/2022	000265	Oak Park Apts	827.00		223,928.90
01/04/2022	000265	Oak Terrace Apts	781.00		223,147.90
01/04/2022	000265	Dawn M. Oh	779.00		222,368.90
01/04/2022	000265	Daniel G. Pohlman	352.00		222,016.90
01/04/2022	000265	Douglas L. Porter	542.00		221,474.90
01/04/2022	000265	Post Village Glen, LLC	9,027.00		212,447.90
01/04/2022	000265	Kevin Reabe	701.00		211,746.90
01/04/2022	000265	Timothy Rice	392.00		211,354.90
01/04/2022	000265	Sabin Pond Apartments LLC	103.00		211,251.90
01/04/2022	000265	Eldon Schaub	278.00		210,973.90
01/04/2022	000265	Mike & Melissa Schichtel	591.00		210,382.90
01/04/2022	000265	Sherwin Rentals	615.00		209,767.90
01/04/2022	000265	SILVER SHORES MHC	2,770.00		206,997.90
01/04/2022	000265	Ryan Storey	370.00		206,627.90
01/04/2022	000265	22955 Investments LLC	2,077.00		204,550.90
01/04/2022	000265	TCR Investments, LLC	1,036.00		203,514.90
01/04/2022	000265	Wendy Teagan	436.00		203,078.90
01/04/2022	000265	Village View Housing LHDA LP	1,172.00		201,906.90
01/04/2022	000265	Village Woods	655.00		201,251.90
01/04/2022	000265	Wagner Asset Group at Ninth...	476.00		200,775.90
01/04/2022	000265	Kevin Warren	130.00		200,645.90
01/04/2022	000265	Paul Wheelock	411.00		200,234.90
01/04/2022	000265	Woodmere Ridge Apartments...	4,934.00		195,300.90
01/04/2022	000265	Wyatt Road Apartment Company	1,156.00		194,144.90
01/04/2022	000265	Theodore V. Zachman	1,135.00		193,009.90
01/04/2022	000265	Ann Zenner	710.00		192,299.90
01/04/2022	000265	Barb Zupin	486.00		191,813.90
01/04/2022	023359	Village Apartments LP	380.00		191,433.90
01/07/2022	DEP			100.00	191,533.90
01/13/2022	023360	Cherryland Electric Cooperative	24.00		191,509.90
01/13/2022	023361	City Of Traverse City	163.10		191,346.80
01/13/2022	023362	Consumers Energy	17.00		191,329.80
01/13/2022	023363	DTE ENERGY	156.90		191,172.90
01/13/2022	023364	Traverse City Housing Commission	11,120.23		180,052.67
01/13/2022	023365	Traverse City Housing Commission	3,169.00		176,883.67
Total:			107,321.63	105,738.00	

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of November 30, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 184,357.67
1111.9 - Cash-Short Term Investments	230,536.51
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,917.30
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

<b>Total Cash</b>	<b>\$ 442,092.09</b>
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**Receivables**

1122 - Tenants	\$ 4,341.72
1122.1 - Allowance for Doubtful Accounts	(2,545.08)
1125 - Accounts Receivable - HUD	45,812.47
1129.1 - Accounts Receivable-Other	83,477.67
1129.11 - Interfund Due From Vouchers	18,112.78
1130 - Accounts Receivable-TAHDC	1,177.27

<b>Total Receivables</b>	<b>\$ 150,376.83</b>
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**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
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**Deferred Charges**

1211 - Prepaid Insurance	\$ 21,068.97
1290 - Other Deferred Charges	823.80

<b>Total Deferred Charges</b>	<b>\$ 21,892.77</b>
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<b>TOTAL CURRENT ASSETS</b>	<b>\$ 614,361.69</b>
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**NON-CURRENT ASSETS**

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

1400 - Construction in Progress-CFP	\$ 271,305.99
1400.5 - Accumulated Depreciation	(7,569,930.61)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	441,729.30
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,970,791.82
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	105,574.20
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

<b>Total Fixed Assets</b>	<b>\$ 1,761,052.11</b>
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<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$ 1,836,052.11</b>
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<b>TOTAL ASSETS</b>	<b>\$ 2,450,413.80</b>
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**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of November 30, 2021**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	33,644.00
2117.1 - Social Security Withheld	850.67
2117.11 - Medicare Withheld	198.92
2117.2 - Federal Income Tax Withheld	1,055.52
2117.3 - State Income Tax Withheld	1,594.09
2117.5 - Retirement Withheld	1,182.96
2117.7 - AFLAC Withheld	214.92
<b>Total Accounts Payable</b>	<b>\$ 50,659.12</b>

**Accrued Liabilities**

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 38,518.52
2130.2 - Notes Payable ST (AAIG)-EPC	35,971.71
2130.3 - Independent Bank Line of Credit	250,000.00
2135 - Salaries and Wages	3,273.26
2135.1 - Compensated Absences-Short Term	7,605.02
2135.2 - Accrued Payroll Taxes	650.31
2136 - Accrued Liabilities-Other	22,314.16
2137 - Payments in Lieu of Taxes	36,878.95
<b>Total Accrued Liabilities</b>	<b>\$ 395,211.93</b>

**Deferred Credits**

<b>Total Current Liabilities</b>	<b>\$ 445,871.05</b>
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**NONCURRENT LIABILITIES**

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 240,619.64
2316 - Notes Payable LT-EPC	9,151.42
2435.1 - Compensated Absences-Long Term	4,751.72
<b>Total Noncurrent Liabilities</b>	<b>\$ 254,522.78</b>

<b>TOTAL LIABILITIES</b>	<b>\$ 700,393.83</b>
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**EQUITY**

2806.1 - Invested in Capital Assets, Net of Debt	\$ 1,286,712.64
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**Net Assets**

2806 - Unrestricted Net Assets	\$ 411,288.88
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(44,878.90)
Income and Expense Clearing-2020 CFP	21,897.35
<b>Total Net Assets</b>	<b>\$ 463,307.33</b>

<b>TOTAL EQUITY</b>	<b>\$ 1,750,019.97</b>
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<b>TOTAL LIABILITIES/EQUITY</b>	<b>\$ 2,450,413.80</b>
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**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended		5 Months Ended			
	<u>November 30, 2021</u>		<u>November 30, 2021</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	31,718.00	\$	160,411.00	\$ 450,000	\$ 289,589.00
3110.2 - Dwelling Rental-Proj. 2		7,976.00		35,761.00	0	(35,761.00)
3120 - Excess Utilities		123.00		521.00	0	(521.00)
3190 - Nondwelling Rental		12,917.40		38,974.58	85,000	46,025.42
<b>Total Rental Income</b>	\$	52,734.40	\$	235,667.58	\$ 535,000	\$ 299,332.42
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	29,256.50	\$	145,932.00	\$ 300,000	\$ 154,068.00
<b>Total HUD PHA GRANTS</b>	\$	29,256.50	\$	145,932.00	\$ 300,000	\$ 154,068.00
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	6.78	\$	65.61	\$ 2,500	\$ 2,434.39
3690 - Tenant Income		164.82		3,252.27	5,000	1,747.73
3690.1 - Non-Tenant Income		18,055.11		27,057.51	50,000	22,942.49
3690.2 - Tenant Income-Cable		1,950.00		10,100.00	40,000	29,900.00
3692 - Management Fee		2,100.00		10,500.00	70,000	59,500.00
3692.1 - Maintenance Contracts		2,000.00		10,000.00	0	(10,000.00)
<b>Total Nonrental Income</b>	\$	24,276.71	\$	60,975.39	\$ 167,500	\$ 106,524.61
<b>Total Operating Income</b>	\$	106,267.61	\$	442,574.97	\$ 1,002,500	\$ 559,925.03
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	14,783.45	\$	54,206.01	\$ 140,680	\$ 86,473.99
4130 - Legal Expense		273.00		1,515.74	30,000	28,484.26
4140 - Staff Training		294.00		359.00	4,050	3,691.00
4150 - Travel Expense		439.43		2,481.84	4,700	2,218.16
4170 - Accounting Fees		477.36		2,967.10	8,500	5,532.90
4171 - Auditing		0.00		0.00	4,000	4,000.00
4182 - Employee Benefits - Admin		6,404.32		15,271.81	27,300	12,028.19
4185 - Telephone		410.04		2,014.09	7,500	5,485.91
4190.1 - Publications		0.00		478.00	800	322.00
4190.2 - Membership Dues and Fees		0.00		100.00	1,000	900.00
4190.3 - Admin. Service Contracts		264.09		6,590.92	21,770	15,179.08
4190.4 - Office Supplies		779.52		4,866.86	4,200	(666.86)
4190.5 - Other Sundry Expense		1,026.20		10,948.35	11,900	951.65
4190.6 - Advertising		0.00		887.25	1,500	612.75
<b>Total Administration</b>	\$	25,151.41	\$	102,686.97	\$ 267,900	\$ 165,213.03
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	3,395.57	\$	5,916.74	\$ 9,500	\$ 3,583.26
4230 - Cable TV-Tenants		3,980.09		19,480.23	42,000	22,519.77
<b>Total Tenant Services</b>	\$	7,375.66	\$	25,396.97	\$ 51,500	\$ 26,103.03

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended		5 Months Ended					
	<u>November 30, 2021</u>		<u>November 30, 2021</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>		
<b>Utilities</b>								
4310 - Water	\$	513.00	\$	9,816.44	\$	19,000	\$	9,183.56
4320 - Electricity		185.48		43,606.08		135,000		91,393.92
4330 - Gas		496.51		2,183.44		20,000		17,816.56
<b>Total Utilities</b>	\$	1,194.99	\$	55,605.96	\$	174,000	\$	118,394.04
<b>Ordinary Maint. &amp; Operations</b>								
4410 - Labor, Maintenance	\$	17,743.42	\$	64,381.14	\$	166,720	\$	102,338.86
4420 - Materials		6,224.59		21,153.33		42,000		20,846.67
4430 - Contract Costs		0.00		0.00		51,000		51,000.00
4430.02 - Heating & Cooling Contracts		3,298.00		3,298.00		6,000		2,702.00
4430.03 - Snow Removal Contracts		0.00		0.00		5,000		5,000.00
4430.04 - Elevator Maintenance Contracts		0.00		8,114.79		9,500		1,385.21
4430.05 - Landscape & Grounds Contracts		900.00		7,618.50		10,000		2,381.50
4430.06 - Unit Turnaround Contracts		4,910.00		11,290.00		18,000		6,710.00
4430.07 - Electrical Contracts		0.00		0.00		1,000		1,000.00
4430.08 - Plumbing Contracts		965.40		1,896.90		2,500		603.10
4430.09 - Extermination Contracts		290.00		1,800.00		3,000		1,200.00
4430.10 - Janitorial Contracts		0.00		0.00		1,000		1,000.00
4430.11 - Routine Maintenance Contracts		502.26		5,513.98		15,000		9,486.02
4430.12 - Misc. Contracts		0.00		2,328.42		15,000		12,671.58
4431 - Garbage Removal		1,555.17		7,041.61		8,000		958.39
4433 - Employee Benefits - Maint.		7,918.95		31,196.47		44,050		12,853.53
4470 - Elk Rapids Expenses		0.00		(309.78)		0		309.78
4471 - East Bay Flats Expenses		0.00		(925.08)		0		925.08
<b>Total Ordinary Maint. &amp; Oper</b>	\$	44,307.79	\$	164,398.28	\$	397,770	\$	233,371.72
<b>General Expense</b>								
4510 - Insurance	\$	4,401.26	\$	16,202.19	\$	30,500	\$	14,297.81
4520 - Payment in Lieu of Taxes		2,083.34		10,416.70		25,000		14,583.30
4550 - Compensated Absences		0.00		0.00		(1,000)		(1,000.00)
4570 - Collection Losses		0.00		0.00		3,000		3,000.00
4586 - Interest Expense-CFFP		0.00		0.00		30,000		30,000.00
4590 - Other General Expense		520.83		1,520.83		45,000		43,479.17
<b>Total General Expense</b>	\$	7,005.43	\$	28,139.72	\$	132,500	\$	104,360.28
<b>Total Routine Expense</b>	\$	85,035.28	\$	376,227.90	\$	1,023,670	\$	647,442.10
<b>Non-Routine Expense</b>								
<b>Extraordinary Maintenance</b>								
4610.3 - Contract Costs	\$	340.82	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Total Extraordinary Maintenance</b>	\$	340.82	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Casualty Losses-Not Cap.</b>								
<b>Total Casualty Losses</b>	\$	0.00	\$	0.00	\$	0	\$	0.00
<b>Total Non-Routine Expense</b>	\$	340.82	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Total Operating Expenses</b>	\$	85,376.10	\$	377,242.37	\$	1,033,670	\$	656,427.63
<b>Operating Income (Loss)</b>	\$	20,891.51	\$	65,332.60	\$	(31,170)	\$	(96,502.60)
<b>Depreciation Expense</b>								
4800 - Depreciation - Current Year	\$	14,434.51	\$	72,078.02	\$	0	\$	(72,078.02)
<b>Total Depreciation Expense</b>	\$	14,434.51	\$	72,078.02	\$	0	\$	(72,078.02)

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2021</u>	<u>November 30, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>RAD Expense</b>				
7020 - RAD Expenses	\$ 120.00	\$ 38,133.48	\$ 0	\$ (38,133.48)
<b>Total RAD Expense</b>	\$ 120.00	\$ 38,133.48	\$ 0	\$ (38,133.48)
<b>Capital Expenditures</b>				
7520 - Replacement of Equipment	\$ 0.00	\$ 2,899.00	\$ 0	\$ (2,899.00)
7540 - Betterments and Additions	2,400.00	2,400.00	40,000	37,600.00
7590 - Operating Expenditures-Contra	(2,400.00)	(5,299.00)	0	5,299.00
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 40,000	\$ 40,000.00
<b>Other Financial Items</b>				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
 <b>HUD Net Income (Loss)</b>	 \$ 18,371.51	 \$ 21,900.12	 \$ 83,830	 \$ 61,929.88
<b>GAAP Net Income (Loss)</b>	<u>\$ 6,337.00</u>	<u>\$ (44,878.90)</u>	<u>\$ (226,170)</u>	<u>\$ (181,291.10)</u>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**CARES Act Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended	5 Months Ended
	<u>November 30, 2021</u>	<u>November 30, 2021</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA Grants</b>		
<b>Total HUD PHA Grants</b>	\$ 0.00	\$ 0.00
<b>Total Operating Income</b>	\$ 0.00	\$ 0.00
<b>Operating Expenses</b>		
<b>Routine Expense</b>		
<b>Administration</b>		
<b>Total Administration</b>	\$ 0.00	\$ 0.00
<b>Tenant Services</b>		
<b>Total Tenant Services</b>	\$ 0.00	\$ 0.00
<b>Utilities</b>		
<b>Total Utilities</b>	\$ 0.00	\$ 0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	\$ 0.00	\$ 0.00
<b>General Expense</b>		
<b>Total General Expense</b>	\$ 0.00	\$ 0.00
<b>Total Routine Expense</b>	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	\$ 0.00	\$ 0.00
<b>Operating Income (Loss)</b>	\$ 0.00	\$ 0.00
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00

**Traverse City Housing Commission  
2017 Capital Fund  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

<b>501-17 P&amp;L</b>	<b>1 Month Ended</b>	<b>5 Months Ended</b>
<b>**1020**</b>	<b><u>November 30, 2021</u></b>	<b><u>November 30, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
Other Financial Items		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission  
2018 Capital Fund  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

<b>501-18 P&amp;L</b>	<b>1 Month Ended</b>	<b>5 Months Ended</b>
<b>**1021**</b>	<b><u>November 30, 2021</u></b>	<b><u>November 30, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
Other Financial Items		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission  
Capital Fund 501-19  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

<b>501-19 P&amp;L</b>	<b>1 Month Ended</b>	<b>5 Months Ended</b>
<b>**1022**</b>	<b><u>November 30, 2021</u></b>	<b><u>November 30, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
Other Financial Items		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



**Traverse City Housing Commission**  
**Capital fund 501-20**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

<b>501-20 P&amp;L</b>	<b>1 Month Ended</b>	<b>5 Months Ended</b>
<b>**1023**</b>	<b><u>November 30, 2021</u></b>	<b><u>November 30, 2021</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	4,379.47	21,897.35
<b>Total HUD PHA GRANTS</b>	<u>4,379.47</u>	<u>21,897.35</u>
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>4,379.47</u>	<u>21,897.35</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	<u>4,379.47</u>	<u>21,897.35</u>

# Traverse City Housing Commission

## Capital Fund 501-17

**Program ID:**

MI33-P080-50117  
1520\*\*\*\*

	<b>1 Month Ended</b>	<b>5 Months Ended</b>		
	<b>November 30, 2021</b>	<b>November 30, 2021</b>	<b>BUDGET</b>	<b>OVER/UNDER</b>
<hr/>				
<b>Administration</b>				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
<b>Total Administration</b>	0.00	18,679.36	0.00	(18,679.36)
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
<b>Total A &amp; E Fees</b>	0.00	821.91	0.00	(821.91)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
<b>Total Dwelling Structures</b>	0.00	7,937.28	84,905.00	76,967.72
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
 <b>Total Capital Funds Expended</b>	 \$ 0.00	 \$ 79,992.19	 \$ 137,459.00	 \$ 57,466.81
 <b>1600 - Capital Funds Advanced</b>	 0.00	 79,992.19	 137,459.00	 57,466.81
 <b>Over/(Under) Funding</b>	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00

# Traverse City Housing Commission

## Capital Fund 501-18

Program ID:

MI33-P080-50118  
1521\*\*\*\*

	1 Month Ended	5 Months Ended		
	November 30, 2021	November 30, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
1450.01 - RVT Parking Lot Repair	0.00	0.00	15,000.00	15,000.00
1450.17 - LED Site Lighting-OV	0.00	0.00	4,120.00	4,120.00
1450.18 - Arsenic Lawsuit	0.00	37,053.28	0.00	(37,053.28)
<b>Total Site Improvements</b>	0.00	37,053.28	19,120.00	(17,933.28)
<b>Dwelling Structures</b>				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
<b>Total Dwelling Structures</b>	0.00	0.00	43,155.00	43,155.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
<b>Total Nondwelling Equipment</b>	0.00	0.00	14,570.00	14,570.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 8,060.00</u>	<u>\$ 8,060.00</u>

# Traverse City Housing Commission

## 2019 Capital Fund

Program ID:

MI33-P080-50119  
1522\*\*\*\*

	1 Month Ended	5 Months Ended		
	November 30, 2021	November 30, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
Total Administration	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
Total A & E Fees	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
Total Site Improvements	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
Total Dwelling Structures	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	0.00	(52,553.64)
Total Other	0.00	52,553.64	0.00	(52,553.64)
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 52,553.64</u>	<u>\$ 0.00</u>	<u>\$ (52,553.64)</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>52,553.64</u>	<u>0.00</u>	<u>(52,553.64)</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission**  
**2020 Capital Fund**

**Program ID:**

MI33-P080-50120  
1523\*\*\*\*

	<b>1 Month Ended</b>	<b>5 Months Ended</b>		
	<b>November 30, 2021</b>	<b>November 30, 2021</b>	<b>BUDGET</b>	<b>OVER/UNDER</b>
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	4,379.47	21,897.35	0.00	(21,897.35)
<b>Total Other</b>	4,379.47	21,897.35	0.00	(21,897.35)
 <b>Total Capital Funds Expended</b>	 <u>\$ 4,379.47</u>	 <u>\$ 21,897.35</u>	 <u>\$ 0.00</u>	 <u>\$ (21,897.35)</u>
 <b>1600 - Capital Funds Advanced</b>	 <u>4,379.47</u>	 <u>21,897.35</u>	 <u>0.00</u>	 <u>(21,897.35)</u>
 <b>Over/(Under) Funding</b>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>

# Traverse City Housing Commission

## Capital Fund Finance Program

Program ID: CFFP

	1 Month Ended	5 Months Ended		
1601****	November 30, 2021	November 30, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
<b>Total A &amp; E Fees</b>	0.00	19,561.06	19,561.00	(0.06)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
<b>Total Dwelling Structures</b>	0.00	577,637.00	605,825.00	28,188.00
<b>Dwelling Equipment</b>				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
<b>Total Other</b>	0.00	8,477.83	36,089.00	27,611.17
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of November 30, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 247,024.72
1111.6 - FSS Escrow Savings	<u>110,730.71</u>

<b>Total Cash</b>	<b>\$ 357,755.43</b>
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**Receivables**

<b>Total Receivables</b>	<b>\$ 0.00</b>
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**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
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**Deferred Charges**

1290 - Other Deferred Charges	<u>\$ (4.00)</u>
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<b>Total Deferred Charges</b>	<b>\$ (4.00)</b>
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<b>TOTAL CURRENT ASSETS</b>	<b>\$ 357,751.43</b>
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**Fixed Assets**

1400.5 - Accumulated Depreciation	<u>\$ (6,337.96)</u>
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1400.9 - Furn., Equip., Mach.-Admin	<u>6,562.63</u>
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<b>Total Fixed Assets</b>	<b>\$ 224.67</b>
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<b>TOTAL ASSETS</b>	<b><u>\$ 357,976.10</u></b>
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**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of November 30, 2021**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	<u>18,112.78</u>

**Total Accounts Payable** \$ 20,281.02

**Accrued Liabilities**

2135 - Salaries and Wages	\$ 1,046.82
2135.1 - Compensated Absences-Short Term	4,569.89
2135.2 - Accrued Payroll Taxes	233.16
2182 - FSS Escrow Trust	<u>108,283.93</u>

**Total Accrued Liabilities** \$ 114,133.80

**Deferred Credits**

2290 - Other Deferred Credits	<u>\$ 306.00</u>
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**Total Deferred Credits** \$ 306.00

**Total Current Liabilities** \$ 134,720.82

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	<u>\$ 1,705.99</u>
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**Total Noncurrent Liabilities** \$ 1,705.99

**TOTAL LIABILITIES** \$ 136,426.81

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$ 221,276.98
2826 - Operating Reserve-Admin	217,977.57
2826.01 - Operating Reserve-HAP	3,299.13
2826.1 - Operating Reserve-Contra	(221,276.70)
Income and Expense Clearing	(5,337.09)
Income and Expense Clearing - FSS	<u>5,609.40</u>

**TOTAL NET ASSETS** \$ 221,549.29

**TOTAL LIABILITIES/NET ASSETS** \$ 357,976.10



**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2021</u>	<u>November 30, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 296.12	\$ 0	\$ (296.12)
3603 - Number of Unit Months	(155.00)	(786.00)	0	786.00
3604 - Unit Months - Contra	155.00	786.00	0	(786.00)
<b>Total Operating Reserve Income</b>	\$ 50.00	\$ 296.12	\$ 0	\$ (296.12)
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 87,094.00	\$ 462,780.00	\$ 1,250,000	\$ 787,220.00
3411 - Admin Fee Funding	6,315.00	41,151.00	71,000	29,849.00
<b>Total HUD PHA GRANTS</b>	\$ 93,409.00	\$ 503,931.00	\$ 1,321,000	\$ 817,069.00
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	\$ 93,459.00	\$ 504,227.12	\$ 1,321,000	\$ 816,772.88
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 5,857.64	\$ 21,473.02	\$ 47,500	\$ 26,026.98
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	0.00	5,000	5,000.00
4140 - Staff Training	126.00	126.00	2,200	2,074.00
4150 - Travel Expense	56.06	410.66	2,800	2,389.34
4170 - Accounting Fees	684.25	3,588.75	10,500	6,911.25
4171 - Auditing	0.00	0.00	2,000	2,000.00
4182 - Employee Benefits - Admin	2,827.21	8,229.91	10,600	2,370.09
4185 - Telephone	175.73	704.61	3,200	2,495.39
4190.1 - Publications	0.00	717.00	500	(217.00)
4190.2 - Membership Dues and Fees	0.00	0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	100.32	4,003.97	9,330	5,326.03
4190.4 - Office Supplies	115.83	493.40	2,200	1,706.60
4190.5 - Other Sundry Expense	505.54	2,959.00	5,100	2,141.00
<b>Total Administration</b>	\$ 10,448.58	\$ 42,706.32	\$ 101,430	\$ 58,723.68
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 10,448.58	\$ 42,706.32	\$ 101,430	\$ 58,723.68

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

	<u>1 Month Ended November 30, 2021</u>	<u>5 Months Ended November 30, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 87,113.00	\$ 431,327.00	\$ 1,150,000	\$ 718,673.00
4715.3 - HAP - Non-Elderly Disabled	982.00	9,194.00	0	(9,194.00)
4715.4 - HAP - Utility Allowances	230.00	1,102.00	0	(1,102.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(296.11)	0	296.11
4715.6 - HAP - Homeownership	1,433.00	7,139.00	0	(7,139.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	3,490.00	18,344.00	0	(18,344.00)
<b>Total HAP Payments</b>	\$ 93,198.00	\$ 466,857.89	\$ 1,150,000	\$ 683,142.11
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 103,646.58	\$ 509,564.21	\$ 1,251,430	\$ 741,865.79
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (10,187.58)</u>	<u>\$ (5,337.09)</u>	<u>\$ 69,570</u>	<u>\$ 74,907.09</u>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<u>\$ (4,133.58)</u>	<u>\$ (1,555.32)</u>	<u>\$ (30,430)</u>	<u>\$ (28,874.68)</u>
<b><u>Analysis of Funding</u></b>		<b><u>5 Months Ended November 30, 2021</u></b>		
<b>A.C. Received: November 30, 2021</b>				
3410 - HAP Funding		\$ 462,780.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		431,327.00		
4715.3 - HAP - Non-Elderly Disabled		9,194.00		
4715.4 - HAP - Utility Allowances		1,102.00		
4715.5 - HAP - Fraud Recovery		(296.11)		
4715.6 - HAP - Homeownership		7,139.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		18,344.00		
<b>Total Funding Required</b>		\$ 466,857.89		
<b>Over/(Under) Funding</b>		<u>\$ (4,077.89)</u>		
<b>RNP as of: November 30, 2021</b>		\$ (778.76)		
<b>UNP as of: November 30, 2021</b>		\$ 222,327.77		

**Traverse City Housing Commission**  
**Voucher FSS Program**  
**Income & Expense Statement**  
**For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended		5 Months Ended			
	<u>November 30, 2021</u>	<u>November 30, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>		
<b>Operating Reserve Income</b>						
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
<b>Revenues - HUD PHA GRANTS</b>						
3412 - FSS Grant Revenue	\$ 5,846.00	\$ 29,229.00	\$ 0	\$ (29,229.00)		
<b>Total HUD PHA GRANTS</b>	\$ 5,846.00	\$ 29,229.00	\$ 0	\$ (29,229.00)		
<b>Income Offset HUD A.C.</b>						
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00		
<b>Total Operating Income</b>	\$ 5,846.00	\$ 29,229.00	\$ 0	\$ (29,229.00)		
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$ 4,616.76	\$ 16,928.12	\$ 47,200	\$ 30,271.88		
4182 - Employee Benefits - Admin	1,971.34	6,691.48	11,980	5,288.52		
<b>Total Administration</b>	\$ 6,588.10	\$ 23,619.60	\$ 59,180	\$ 35,560.40		
<b>General Expense</b>						
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
<b>Total Routine Expense</b>	\$ 6,588.10	\$ 23,619.60	\$ 59,180	\$ 35,560.40		

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

	<u>1 Month Ended November 30, 2021</u>	<u>5 Months Ended November 30, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 6,588.10	\$ 23,619.60	\$ 59,180	\$ 35,560.40
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (742.10)</u>	<u>\$ 5,609.40</u>	<u>\$ (59,180)</u>	<u>\$ (64,789.40)</u>

**Traverse City Housing Commission  
Housing Choice Vouchers  
CARES Act Income & Expense Statement  
For the 1 Month and 5 Months Ended November 30, 2021**

	1 Month Ended	5 Months Ended
	<u>November 30, 2021</u>	<u>November 30, 2021</u>
<b>Operating Income</b>		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
<b>Operating Expenses</b>		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Depreciation Expense		
Total Depreciation Expense	\$ 0.00	\$ 0.00
Capital Expenditures		
Total Capital Expenditures	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of December 31, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 168,875.94
1111.9 - Cash-Short Term Investments	228,538.48
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,914.53
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

**Total Cash** \$ 424,609.56

**Receivables**

1122 - Tenants	\$ 4,979.73
1122.1 - Allowance for Doubtful Accounts	(2,545.08)
1125 - Accounts Receivable - HUD	45,812.47
1129.1 - Accounts Receivable-Other	85,204.24
1129.11 - Interfund Due From Vouchers	18,958.52
1130 - Accounts Receivable-TAHDC	1,177.27

**Total Receivables** \$ 153,587.15

**Investments**

**Total Investments** \$ 0.00

**Deferred Charges**

1211 - Prepaid Insurance	\$ 18,118.71
1290 - Other Deferred Charges	42.41

**Total Deferred Charges** \$ 18,161.12

**TOTAL CURRENT ASSETS** \$ 596,357.83

**NON-CURRENT ASSETS**

1300 - Investments in Joint Ventures \$ 75,000.00

**Fixed Assets**

1400 - Construction in Progress-CFP	\$ 275,031.49
1400.5 - Accumulated Depreciation	(7,584,365.12)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	441,729.30
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,970,791.82
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	105,574.20
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

**Total Fixed Assets** \$ 1,750,343.10

**TOTAL NON-CURRENT ASSETS** \$ 1,825,343.10

**TOTAL ASSETS** \$ 2,421,700.93

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of December 31, 2021**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	33,237.00
2117.11 - Medicare Withheld	0.01
2117.3 - State Income Tax Withheld	1,100.38
2117.5 - Retirement Withheld	603.48
2117.7 - AFLAC Withheld	139.15
<b>Total Accounts Payable</b>	<b>\$ 46,998.06</b>

**Accrued Liabilities**

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 38,518.52
2130.2 - Notes Payable ST (AAIG)-EPC	35,971.71
2130.3 - Independent Bank Line of Credit	250,000.00
2135 - Salaries and Wages	3,273.26
2135.1 - Compensated Absences-Short Term	7,605.02
2135.2 - Accrued Payroll Taxes	650.31
2136 - Accrued Liabilities-Other	22,314.16
2137 - Payments in Lieu of Taxes	38,962.29
<b>Total Accrued Liabilities</b>	<b>\$ 397,295.27</b>

**Deferred Credits**

2690 - Undistributed Deposits After Cutoff	\$ 390.00
<b>Total Deferred Credits</b>	<b>\$ 390.00</b>

**Total Current Liabilities** \$ 444,683.33

**NONCURRENT LIABILITIES**

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 236,240.17
2316 - Notes Payable LT-EPC	(335.34)
2435.1 - Compensated Absences-Long Term	4,751.72
<b>Total Noncurrent Liabilities</b>	<b>\$ 240,656.55</b>

**TOTAL LIABILITIES** \$ 685,339.88

**EQUITY**

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,286,712.64

**Net Assets**

2806 - Unrestricted Net Assets	\$ 411,288.88
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(62,917.29)
Income and Expense Clearing-2020 CFP	26,276.82
<b>Total Net Assets</b>	<b>\$ 449,648.41</b>

**TOTAL EQUITY** \$ 1,736,361.05

**TOTAL LIABILITIES/EQUITY** \$ 2,421,700.93

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended		6 Months Ended			
	<u>December 31, 2021</u>		<u>December 31, 2021</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$ 31,511.00	\$	191,922.00	\$	450,000	\$ 258,078.00
3110.2 - Dwelling Rental-Proj. 2	7,073.00		42,834.00		0	(42,834.00)
3120 - Excess Utilities	148.31		669.31		0	(669.31)
3190 - Nondwelling Rental	8,405.14		47,379.72		85,000	37,620.28
<b>Total Rental Income</b>	<u>\$ 47,137.45</u>	<u>\$</u>	<u>282,805.03</u>	<u>\$</u>	<u>535,000</u>	<u>\$ 252,194.97</u>
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$ 32,514.00	\$	178,446.00	\$	300,000	\$ 121,554.00
<b>Total HUD PHA GRANTS</b>	<u>\$ 32,514.00</u>	<u>\$</u>	<u>178,446.00</u>	<u>\$</u>	<u>300,000</u>	<u>\$ 121,554.00</u>
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$ 17.37	\$	82.98	\$	2,500	\$ 2,417.02
3690 - Tenant Income	1,561.70		4,813.97		5,000	186.03
3690.1 - Non-Tenant Income	960.00		28,017.51		50,000	21,982.49
3690.2 - Tenant Income-Cable	1,900.00		12,000.00		40,000	28,000.00
3692 - Management Fee	0.00		10,500.00		70,000	59,500.00
3692.1 - Maintenance Contracts	0.00		10,000.00		0	(10,000.00)
<b>Total Nonrental Income</b>	<u>\$ 4,439.07</u>	<u>\$</u>	<u>65,414.46</u>	<u>\$</u>	<u>167,500</u>	<u>\$ 102,085.54</u>
<b>Total Operating Income</b>	<u>\$ 84,090.52</u>	<u>\$</u>	<u>526,665.49</u>	<u>\$</u>	<u>1,002,500</u>	<u>\$ 475,834.51</u>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$ 10,017.24	\$	64,223.25	\$	140,680	\$ 76,456.75
4130 - Legal Expense	97.50		1,613.24		30,000	28,386.76
4140 - Staff Training	0.00		359.00		4,050	3,691.00
4150 - Travel Expense	419.15		2,900.99		4,700	1,799.01
4170 - Accounting Fees	477.36		3,444.46		8,500	5,055.54
4171 - Auditing	3,050.00		3,050.00		4,000	950.00
4182 - Employee Benefits - Admin	2,018.40		17,290.21		27,300	10,009.79
4185 - Telephone	358.31		2,372.40		7,500	5,127.60
4190.1 - Publications	0.00		478.00		800	322.00
4190.2 - Membership Dues and Fees	0.00		100.00		1,000	900.00
4190.3 - Admin. Service Contracts	172.37		6,763.29		21,770	15,006.71
4190.4 - Office Supplies	216.18		5,083.04		4,200	(883.04)
4190.5 - Other Sundry Expense	1,519.44		12,467.79		11,900	(567.79)
4190.6 - Advertising	0.00		887.25		1,500	612.75
<b>Total Administration</b>	<u>\$ 18,345.95</u>	<u>\$</u>	<u>121,032.92</u>	<u>\$</u>	<u>267,900</u>	<u>\$ 146,867.08</u>
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$ 308.20	\$	6,224.94	\$	9,500	\$ 3,275.06
4230 - Cable TV-Tenants	3,890.09		23,370.32		42,000	18,629.68
<b>Total Tenant Services</b>	<u>\$ 4,198.29</u>	<u>\$</u>	<u>29,595.26</u>	<u>\$</u>	<u>51,500</u>	<u>\$ 21,904.74</u>



**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended		6 Months Ended					
	<u>December 31, 2021</u>		<u>December 31, 2021</u>		<u>BUDGET</u>	<b>*OVER/UNDER</b>		
<b>Utilities</b>								
4310 - Water	\$	1,993.81	\$	11,810.25	\$	19,000	\$	7,189.75
4320 - Electricity		21,350.37		64,956.45		135,000		70,043.55
4330 - Gas		2,141.13		4,324.57		20,000		15,675.43
<b>Total Utilities</b>	\$	25,485.31	\$	81,091.27	\$	174,000	\$	92,908.73
<b>Ordinary Maint. &amp; Operations</b>								
4410 - Labor, Maintenance	\$	12,461.85	\$	76,842.99	\$	166,720	\$	89,877.01
4420 - Materials		1,905.95		23,059.28		42,000		18,940.72
4430 - Contract Costs		0.00		0.00		51,000		51,000.00
4430.02 - Heating & Cooling Contracts		411.30		3,709.30		6,000		2,290.70
4430.03 - Snow Removal Contracts		95.00		95.00		5,000		4,905.00
4430.04 - Elevator Maintenance Contracts		0.00		8,114.79		9,500		1,385.21
4430.05 - Landscape & Grounds Contracts		350.00		7,968.50		10,000		2,031.50
4430.06 - Unit Turnaround Contracts		1,070.00		12,360.00		18,000		5,640.00
4430.07 - Electrical Contracts		0.00		0.00		1,000		1,000.00
4430.08 - Plumbing Contracts		0.00		1,896.90		2,500		603.10
4430.09 - Extermination Contracts		290.00		2,090.00		3,000		910.00
4430.10 - Janitorial Contracts		0.00		0.00		1,000		1,000.00
4430.11 - Routine Maintenance Contracts		568.80		6,082.78		15,000		8,917.22
4430.12 - Misc. Contracts		180.00		2,508.42		15,000		12,491.58
4431 - Garbage Removal		1,196.99		8,238.60		8,000		(238.60)
4433 - Employee Benefits - Maint.		3,694.91		34,891.38		44,050		9,158.62
4470 - Elk Rapids Expenses		0.00		(309.78)		0		309.78
4471 - East Bay Flats Expenses		0.00		(925.08)		0		925.08
<b>Total Ordinary Maint. &amp; Oper</b>	\$	22,224.80	\$	186,623.08	\$	397,770	\$	211,146.92
<b>General Expense</b>								
4510 - Insurance	\$	2,950.26	\$	19,152.45	\$	30,500	\$	11,347.55
4520 - Payment in Lieu of Taxes		2,083.34		12,500.04		25,000		12,499.96
4550 - Compensated Absences		0.00		0.00		(1,000)		(1,000.00)
4570 - Collection Losses		0.00		0.00		3,000		3,000.00
4586 - Interest Expense-CFFP		0.00		0.00		30,000		30,000.00
4590 - Other General Expense		0.00		1,520.83		45,000		43,479.17
<b>Total General Expense</b>	\$	5,033.60	\$	33,173.32	\$	132,500	\$	99,326.68
<b>Total Routine Expense</b>	\$	75,287.95	\$	451,515.85	\$	1,023,670	\$	572,154.15
<b>Non-Routine Expense</b>								
<b>Extraordinary Maintenance</b>								
4610.3 - Contract Costs	\$	0.00	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Total Extraordinary Maintenance</b>	\$	0.00	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Casualty Losses-Not Cap.</b>								
<b>Total Casualty Losses</b>	\$	0.00	\$	0.00	\$	0	\$	0.00
<b>Total Non-Routine Expense</b>	\$	0.00	\$	1,014.47	\$	10,000	\$	8,985.53
<b>Total Operating Expenses</b>	\$	75,287.95	\$	452,530.32	\$	1,033,670	\$	581,139.68
<b>Operating Income (Loss)</b>	\$	8,802.57	\$	74,135.17	\$	(31,170)	\$	(105,305.17)
<b>Depreciation Expense</b>								
4800 - Depreciation - Current Year	\$	14,434.51	\$	86,512.53	\$	0	\$	(86,512.53)
<b>Total Depreciation Expense</b>	\$	14,434.51	\$	86,512.53	\$	0	\$	(86,512.53)

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended	6 Months Ended		
	<u>December 31, 2021</u>	<u>December 31, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>RAD Expense</b>				
7020 - RAD Expenses	\$ 12,406.45	\$ 50,539.93	\$ 0	\$ (50,539.93)
<b>Total RAD Expense</b>	\$ 12,406.45	\$ 50,539.93	\$ 0	\$ (50,539.93)
<b>Capital Expenditures</b>				
7520 - Replacement of Equipment	\$ 0.00	\$ 2,899.00	\$ 0	\$ (2,899.00)
7540 - Betterments and Additions	0.00	2,400.00	40,000	37,600.00
7590 - Operating Expenditures-Contra	0.00	(5,299.00)	0	5,299.00
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 40,000	\$ 40,000.00
<b>Other Financial Items</b>				
8010 - Operating Transfers In	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 155,000	\$ 155,000.00
 <b>HUD Net Income (Loss)</b>	 \$ (3,603.88)	 \$ 18,296.24	 \$ 83,830	 \$ 65,533.76
<b>GAAP Net Income (Loss)</b>	<u>\$ (18,038.39)</u>	<u>\$ (62,917.29)</u>	<u>\$ (226,170)</u>	<u>\$ (163,252.71)</u>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**CARES Act Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended	6 Months Ended
	<u>December 31, 2021</u>	<u>December 31, 2021</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA Grants</b>		
<b>Total HUD PHA Grants</b>	\$ 0.00	\$ 0.00
<b>Total Operating Income</b>	\$ 0.00	\$ 0.00
<b>Operating Expenses</b>		
<b>Routine Expense</b>		
<b>Administration</b>		
<b>Total Administration</b>	\$ 0.00	\$ 0.00
<b>Tenant Services</b>		
<b>Total Tenant Services</b>	\$ 0.00	\$ 0.00
<b>Utilities</b>		
<b>Total Utilities</b>	\$ 0.00	\$ 0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	\$ 0.00	\$ 0.00
<b>General Expense</b>		
<b>Total General Expense</b>	\$ 0.00	\$ 0.00
<b>Total Routine Expense</b>	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	\$ 0.00	\$ 0.00
<b>Operating Income (Loss)</b>	\$ 0.00	\$ 0.00
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00

**Traverse City Housing Commission  
2017 Capital Fund  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

<b>501-17 P&amp;L</b>	<b>1 Month Ended</b>	<b>6 Months Ended</b>
<b>**1020**</b>	<b><u>December 31, 2021</u></b>	<b><u>December 31, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
Other Financial Items		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u>0.00</u>	<u>0.00</u>

**Traverse City Housing Commission  
2018 Capital Fund  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

<b>501-18 P&amp;L</b>	<b>1 Month Ended</b>	<b>6 Months Ended</b>
<b>**1021**</b>	<b><u>December 31, 2021</u></b>	<b><u>December 31, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
Other Financial Items		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission  
Capital Fund 501-19  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

<b>501-19 P&amp;L</b>	<b>1 Month Ended</b>	<b>6 Months Ended</b>
<b>**1022**</b>	<b><u>December 31, 2021</u></b>	<b><u>December 31, 2021</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u>0.00</u>	<u>0.00</u>

**Traverse City Housing Commission**  
**Capital fund 501-20**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

<b>501-20 P&amp;L</b>	<b>1 Month Ended</b>	<b>6 Months Ended</b>
<b>**1023**</b>	<b><u>December 31, 2021</u></b>	<b><u>December 31, 2021</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	4,379.47	26,276.82
<b>Total HUD PHA GRANTS</b>	<u>4,379.47</u>	<u>26,276.82</u>
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>4,379.47</u>	<u>26,276.82</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	<u>4,379.47</u>	<u>26,276.82</u>

# Traverse City Housing Commission

## Capital Fund 501-17

**Program ID:**

MI33-P080-50117  
1520\*\*\*\*

	<b>1 Month Ended</b>	<b>6 Months Ended</b>		
	<b>December 31, 2021</b>	<b>December 31, 2021</b>	<b>BUDGET</b>	<b>OVER/UNDER</b>
<b>Administration</b>				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
<b>Total Administration</b>	0.00	18,679.36	0.00	(18,679.36)
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
<b>Total A &amp; E Fees</b>	0.00	821.91	0.00	(821.91)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
<b>Total Dwelling Structures</b>	0.00	7,937.28	84,905.00	76,967.72
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 79,992.19</u>	<u>\$ 137,459.00</u>	<u>\$ 57,466.81</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>79,992.19</u>	<u>137,459.00</u>	<u>57,466.81</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>



# Traverse City Housing Commission

## Capital Fund 501-18

Program ID:

MI33-P080-50118  
1521\*\*\*\*

	1 Month Ended	6 Months Ended		
	December 31, 2021	December 31, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
1450.01 - RVT Parking Lot Repair	0.00	0.00	15,000.00	15,000.00
1450.17 - LED Site Lighting-OV	0.00	0.00	4,120.00	4,120.00
1450.18 - Arsenic Lawsuit	0.00	37,053.28	0.00	(37,053.28)
<b>Total Site Improvements</b>	0.00	37,053.28	19,120.00	(17,933.28)
<b>Dwelling Structures</b>				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
<b>Total Dwelling Structures</b>	0.00	0.00	43,155.00	43,155.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
<b>Total Nondwelling Equipment</b>	0.00	0.00	14,570.00	14,570.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 8,060.00</u>	<u>\$ 8,060.00</u>

# Traverse City Housing Commission

## 2019 Capital Fund

Program ID:

MI33-P080-50119  
1522\*\*\*\*

	1 Month Ended	6 Months Ended		
	December 31, 2021	December 31, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	0.00	(52,553.64)
<b>Total Other</b>	0.00	52,553.64	0.00	(52,553.64)
 <b>Total Capital Funds Expended</b>	 \$ 0.00	 \$ 52,553.64	 \$ 0.00	 \$ (52,553.64)
 <b>1600 - Capital Funds Advanced</b>	 0.00	 52,553.64	 0.00	 (52,553.64)
 <b>Over/(Under) Funding</b>	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00

# Traverse City Housing Commission

## 2020 Capital Fund

Program ID:

MI33-P080-50120  
1523\*\*\*\*

	1 Month Ended	6 Months Ended		
	December 31, 2021	December 31, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
Total Administration	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
Total A & E Fees	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
Total Site Improvements	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
Total Dwelling Structures	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	4,379.47	26,276.82	0.00	(26,276.82)
Total Other	4,379.47	26,276.82	0.00	(26,276.82)
<b>Total Capital Funds Expended</b>	<u>\$ 4,379.47</u>	<u>\$ 26,276.82</u>	<u>\$ 0.00</u>	<u>\$ (26,276.82)</u>
<b>1600 - Capital Funds Advanced</b>	<u>4,379.47</u>	<u>26,276.82</u>	<u>0.00</u>	<u>(26,276.82)</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

# Traverse City Housing Commission

## Capital Fund Finance Program

Program ID: CFFP

	1 Month Ended	6 Months Ended		
1601****	December 31, 2021	December 31, 2021	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
<b>Total A &amp; E Fees</b>	0.00	19,561.06	19,561.00	(0.06)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
<b>Total Dwelling Structures</b>	0.00	577,637.00	605,825.00	28,188.00
<b>Dwelling Equipment</b>				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
<b>Total Other</b>	0.00	8,477.83	36,089.00	27,611.17
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of December 31, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 245,181.42
1111.6 - FSS Escrow Savings	<u>114,232.02</u>

<b>Total Cash</b>	<b>\$ 359,413.44</b>
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**Receivables**

<b>Total Receivables</b>	<b>\$ 0.00</b>
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**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
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**Deferred Charges**

1290 - Other Deferred Charges	\$ (4.00)
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<b>Total Deferred Charges</b>	<b>\$ (4.00)</b>
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<b>TOTAL CURRENT ASSETS</b>	<b>\$ 359,409.44</b>
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**Fixed Assets**

1400.5 - Accumulated Depreciation	\$ (6,337.96)
1400.9 - Furn., Equip., Mach.-Admin	<u>6,562.63</u>

<b>Total Fixed Assets</b>	<b>\$ 224.67</b>
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<b>TOTAL ASSETS</b>	<b><u>\$ 359,634.11</u></b>
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**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of December 31, 2021**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	18,958.52
<b>Total Accounts Payable</b>	<b>\$ 21,126.76</b>

**Accrued Liabilities**

2135 - Salaries and Wages	\$ 1,046.82
2135.1 - Compensated Absences-Short Term	4,569.89
2135.2 - Accrued Payroll Taxes	233.16
2182 - FSS Escrow Trust	108,295.24
<b>Total Accrued Liabilities</b>	<b>\$ 114,145.11</b>

**Deferred Credits**

2290 - Other Deferred Credits	\$ 306.00
<b>Total Deferred Credits</b>	<b>\$ 306.00</b>

<b>Total Current Liabilities</b>	<b>\$ 135,577.87</b>
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**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$ 1,705.99
<b>Total Noncurrent Liabilities</b>	<b>\$ 1,705.99</b>

<b>TOTAL LIABILITIES</b>	<b>\$ 137,283.86</b>
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**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$ 221,276.98
2826 - Operating Reserve-Admin	217,977.57
2826.01 - Operating Reserve-HAP	3,299.13
2826.1 - Operating Reserve-Contra	(221,276.70)
Income and Expense Clearing	(6,454.86)
Income and Expense Clearing - FSS	7,528.13
<b>TOTAL NET ASSETS</b>	<b>\$ 222,350.25</b>

<b>TOTAL LIABILITIES/NET ASSETS</b>	<b>\$ 359,634.11</b>
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**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended	6 Months Ended		
	<u>December 31, 2021</u>	<u>December 31, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 346.12	\$ 0	\$ (346.12)
3603 - Number of Unit Months	(156.00)	(942.00)	0	942.00
3604 - Unit Months - Contra	156.00	942.00	0	(942.00)
<b>Total Operating Reserve Income</b>	\$ 50.00	\$ 346.12	\$ 0	\$ (346.12)
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 94,595.00	\$ 557,375.00	\$ 1,250,000	\$ 692,625.00
3411 - Admin Fee Funding	6,315.00	47,466.00	71,000	23,534.00
<b>Total HUD PHA GRANTS</b>	\$ 100,910.00	\$ 604,841.00	\$ 1,321,000	\$ 716,159.00
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	\$ 100,960.00	\$ 605,187.12	\$ 1,321,000	\$ 715,812.88
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 3,992.53	\$ 25,465.55	\$ 47,500	\$ 22,034.45
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	0.00	5,000	5,000.00
4140 - Staff Training	0.00	126.00	2,200	2,074.00
4150 - Travel Expense	67.04	477.70	2,800	2,322.30
4170 - Accounting Fees	684.25	4,273.00	10,500	6,227.00
4171 - Auditing	3,050.00	3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	1,045.88	9,275.79	10,600	1,324.21
4185 - Telephone	153.55	858.16	3,200	2,341.84
4190.1 - Publications	0.00	717.00	500	(217.00)
4190.2 - Membership Dues and Fees	0.00	0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	73.87	4,077.84	9,330	5,252.16
4190.4 - Office Supplies	92.65	586.05	2,200	1,613.95
4190.5 - Other Sundry Expense	667.00	3,626.00	5,100	1,474.00
<b>Total Administration</b>	\$ 9,826.77	\$ 52,533.09	\$ 101,430	\$ 48,896.91
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 9,826.77	\$ 52,533.09	\$ 101,430	\$ 48,896.91

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

	<u>1 Month Ended December 31, 2021</u>	<u>6 Months Ended December 31, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 89,502.00	\$ 520,829.00	\$ 1,150,000	\$ 629,171.00
4715.3 - HAP - Non-Elderly Disabled	996.00	10,190.00	0	(10,190.00)
4715.4 - HAP - Utility Allowances	370.00	1,472.00	0	(1,472.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(346.11)	0	346.11
4715.6 - HAP - Homeownership	1,433.00	8,572.00	0	(8,572.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	0.00	18,344.00	0	(18,344.00)
<b>Total HAP Payments</b>	\$ 92,251.00	\$ 559,108.89	\$ 1,150,000	\$ 590,891.11
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 102,077.77	\$ 611,641.98	\$ 1,251,430	\$ 639,788.02
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (1,117.77)</u>	<u>\$ (6,454.86)</u>	<u>\$ 69,570</u>	<u>\$ 76,024.86</u>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<u>\$ (3,511.77)</u>	<u>\$ (5,067.09)</u>	<u>\$ (30,430)</u>	<u>\$ (25,362.91)</u>
<b><u>Analysis of Funding</u></b>		<u>6 Months Ended December 31, 2021</u>		
<b>A.C. Received: December 31, 2021</b>				
3410 - HAP Funding		\$ 557,375.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		520,829.00		
4715.3 - HAP - Non-Elderly Disabled		10,190.00		
4715.4 - HAP - Utility Allowances		1,472.00		
4715.5 - HAP - Fraud Recovery		(346.11)		
4715.6 - HAP - Homeownership		8,572.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		18,344.00		
<b>Total Funding Required</b>		\$ 559,108.89		
<b>Over/(Under) Funding</b>		<u>\$ (1,733.89)</u>		
<b>RNP as of: December 31, 2021</b>		\$ 1,565.24		
<b>UNP as of: December 31, 2021</b>		\$ 220,784.73		



**Traverse City Housing Commission**  
**Voucher FSS Program**  
**Income & Expense Statement**  
**For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended		6 Months Ended			
	<u>December 31, 2021</u>	<u>December 31, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>		
<b>Operating Reserve Income</b>						
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
<b>Revenues - HUD PHA GRANTS</b>						
3412 - FSS Grant Revenue	\$ 5,844.34	\$ 35,073.34	\$ 0	\$ (35,073.34)		
<b>Total HUD PHA GRANTS</b>	\$ 5,844.34	\$ 35,073.34	\$ 0	\$ (35,073.34)		
<b>Income Offset HUD A.C.</b>						
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00		
<b>Total Operating Income</b>	\$ 5,844.34	\$ 35,073.34	\$ 0	\$ (35,073.34)		
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$ 3,093.84	\$ 20,021.96	\$ 47,200	\$ 27,178.04		
4182 - Employee Benefits - Admin	831.77	7,523.25	11,980	4,456.75		
<b>Total Administration</b>	\$ 3,925.61	\$ 27,545.21	\$ 59,180	\$ 31,634.79		
<b>General Expense</b>						
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
<b>Total Routine Expense</b>	\$ 3,925.61	\$ 27,545.21	\$ 59,180	\$ 31,634.79		

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

	<u>1 Month Ended December 31, 2021</u>	<u>6 Months Ended December 31, 2021</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 3,925.61	\$ 27,545.21	\$ 59,180	\$ 31,634.79
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ 1,918.73</u>	<u>\$ 7,528.13</u>	<u>\$ (59,180)</u>	<u>\$ (66,708.13)</u>

**Traverse City Housing Commission  
Housing Choice Vouchers  
CARES Act Income & Expense Statement  
For the 1 Month and 6 Months Ended December 31, 2021**

	1 Month Ended	6 Months Ended
	<u>December 31, 2021</u>	<u>December 31, 2021</u>
<b>Operating Income</b>		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
<b>Operating Expenses</b>		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	\$ 0.00	\$ 0.00
General Expense		
Total General Expense	\$ 0.00	\$ 0.00
Total Routine Expense	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 0.00	\$ 0.00
Operating Income (Loss)	\$ 0.00	\$ 0.00
Depreciation Expense		
Total Depreciation Expense	\$ 0.00	\$ 0.00
Capital Expenditures		
Total Capital Expenditures	\$ 0.00	\$ 0.00
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00



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

## **COMMITTEE REPORTS**

Executive & Finance Committee Meeting: December 21, 2022

Governance & Compliance Committee Meeting: December 20, 2022

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Executive & Finance Committee**  
**January 21, 2022**

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the TCHC Office, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 4:03 P.M.

**ROLL CALL**

The following were present:

Commissioners – Heather Lockwood, President, and Wayne Workman, Vice President (VIA PHONE).

Staff – Tony Lentych, Executive Director.

**CORRESPONDENCE**

Correspondence from Ward Kuhn was reviewed.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the November 19, 2021 meeting minutes were reviewed and accepted. The Agenda was reviewed. ARPA and Salary Review was added and the agenda was then approved.
- B. Real Estate Updates: Staff provided updates of real estate projects including the rehab of Riverview Terrace (HUD), the 8<sup>th</sup> Street project and the BATA project. The rehab of Riverview is now expected to begin in mid-May. Our appeal to HUD on our Section 18 Waiver has been resubmitted. The BATA project has taken a lot of staff time lately and there has been a lot of conversation with MSHDA, MEDC, and others about the project. This includes several conversations with elected officials about supporting the project. Our 8<sup>th</sup> Street project is under a review by our development team and we are considering a number of different options. We do, however, believe that we will be submitting the deal for tax credits once again.
- C. COVID-19: Most residents are still wearing masks and we are thankful for that.
- D. Staff reviewed TCHC's commitment to participate in the Frankfort Housing Commission's project with Socks Construction. While there no official legal documents to review, the project is still something TCHC wants to support because it fulfills several of our organizational goals. Staff will discuss with the Commission at the next meeting – most likely under the Executive Director Report.
- E. Staff provided a salary report to the Committee and it was determined that more information should be collected from both the city and the county on salaries for comparison. It was announced that one of the maintenance staff had taken another position and that the information could be used to determine if TCHC is competitive in our wages.

- F. It was noted the staff was asked to serve on a County Committee to help them, “navigate through the spending priorities of the county using the funds allocated to us through the American Rescue Plan.” The County has hired a consultant, Tim Dempsey, from Public Sector Consultants in Lansing to create and guide the effort.
- G. MEETING AGENDA: The meeting will be held at the Governmental Center. It will be a light agenda. It was noted that the May meeting cannot be held at the Governmental Center and will be moved to Riverview Terrace.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 4:53 P.M.

Respectfully submitted,

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Heather Lockwood, President &  
Tony Lentych, Executive Director

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Governance & Compliance Committee**  
**January 20, 2022**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 10:03 A.M.

**I      ROLL CALL**

The following were present:

Resident Members – Ellen Corcoran. Bill Humrichouse could not attend.

Commissioners – Jim Friend and Roger Putman.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

**II      APPROVAL OF AGENDA & REVIEW OF MINUTES**

The meeting minutes from the November 18, 2021 meeting of this committee and the agenda for this meeting were reviewed.

Commissioner Jim Friend moved (Corcoran support) to accept the meeting agenda as presented. The motion was approved.

Commissioner Jim Friend the moved (Corcoran support) to accept the meeting minutes of the previous meeting. The motion was approved.

**III      PUBLIC COMMENT**

None.

**IV      UPDATES**

- A. An updated Policy Review Schedule was presented discussed. All dates have been updated based upon the reality of staff time.
- B. Several sections of the DDA's Unified Plan of the Lower Boardman River were distributed. All of the sections shared addressed the portion of the Boardman where Riverview Terrace is located. Some of the "plans" seem to contradict each other. There was lengthy discussion as to what this plan means and what, if anything, should TCHC do in response to the report. There was clear consensus that residents need more information but it may be too early to respond in any detail to the report.
- C. The previous owners of the development next door and wanting to unwind the escrow account associated with the shared fire lane. Staff will seek input from Great Lakes Development about their final plans prior to final discussions with the former owners.
- D. Staff updated the Committee on the RAD project. It appear that the closing date has moved once again but we have a better handle on what needs to be done now so we thing the new date, in late April or early May, is fairly accurate. It was also noted that the Field Office has submitted our waiver request to HUD in DC. Our package included a letter from MSDHA and the Resident Council. We expect to hear from HUD within a month.

**V. OLD BUSINESS**

- A. Staff provided a COVID-19 update and noted that many are voluntarily wearing masks and maintaining social distancing when possible.
- B. A memorandum on the staff review of the Hostile Environment / Harassment / Anti-Bullying Policy. This led to a detail discussion of the policy and its impact. Because of the proximity of residents to other residents at Riverview, conflicts can occur more often than not. This policy's intent was to address some of those conflicts. Overall it has been a positive, if seldom used, policy. Commissioner Friend suggested that the memorandum be shared with the Housing Commission.

**VI NEW BUSINESS**

- A. The Document Retention Policy was briefly discussed. Staff reported that it had not finished the work on the project.

**VII PUBLIC COMMENT**

There was a question about "Quiet Hours" and it was noted that this will be published again in the newsletter next month. There was a question about the HUD Waiver Review. It was suggested that we should get the DDA Boardman Leadership team to present to the residents at some point in the near future.

**VIII ADJOURNMENT**

Ellen Corcoran moved (Friend support) to adjourn the meeting. The motion was approved and the meeting was closed at 11:15 A.M.

Respectfully submitted,

---

Tony Lentych, Executive Director





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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: January 2022

Family Self-Sufficiency (FSS) Program Report: January 2022

Resident Council Report: January 2022

## EXECUTIVE DIRECTOR'S REPORT: January 28, 2022

This report covers the work accomplished from December 3, 2021 until January 27, 2022. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

### Strategic Goal 1

**Expand affordable housing inventory and range of options.**

#### Current Properties

1. RIVERVIEW TERRACE: Thirteen (13) units are now open and because of this overage on our goal of 10 units, we will fill three (3) units next month. Working on launching the duct cleaning project.
2. ORCHARDVIEW: All units are full. The deed to the property from the City is finished and we expect that to be filed soon.
3. EAST BAY FLATS: This project is fully leased. Still no word from Michigan Community Capital (MCC) on the potential reinvestment in the project.

#### Housing Choice Vouchers

1. We have 162 HCVs filled at this time but 2 of those families are looking for housing. The wait-list is open for a few more days. We do expect to start to pull names from the list almost immediately. Working with Woda Cooper on their next project, Annika Place, that was awarded tax credits recently – same process as Ruth Park.

#### Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Participated in weekly conference calls with our development team. We have been working with our RAD Transaction Manager to review our financing plan. Began closing conversations with our tax credit syndicator, Alliant Capital. We are also about to start conversations with our Property Management partner, KMG.
2. Parkview Apartments: We continue to discuss options on the property and we are going to apply for tax credits for Senior Housing in the April round. We are also exploring an alternative to that option for employer-assisted housing with Socks Construction.
3. BATA (See Memorandum): Our PUD should be approved in late February. We have had numerous meetings about the engineering and final reviews. Met with MEDC staff, both local and at the State) about potential investment in the project. Met with elected state officials about the project to find ways for alternative state investments and to just educate them on the

significance of the project. Followed up with those officials and their staff to provide necessary information. Developing a comprehensive PR strategy with BATA for the overall project.

4. Main Street Flats (Frankfort Housing Commission): Conversations with Village Manager and Socks Construction about our potential partnerships with this project. MEDC has finalized its investment so construction can potentially begin this summer.
5. Women's Resource Center/Madeline's House: Still working on the launch of the new program.

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
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1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials. Discussed spending decisions on technology with their leadership.
2. FSS – Continue to monitor the program.

<b>Strategic Goal 3</b>	<b>Foster an environment of innovation and excellence.</b>
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#### Financial

1. Continued work on the FY 2022 Budget (our internal management document).

#### General Management

1. Continued work on internal Policy Review continued work on our Document Retention Policy.
2. Conducted a review of the Hostile Environment / Harassment / Anti-Bullying Policy and presented to the Governance Committee.
3. COVID-19: We are still encourage everyone to mask-up in high traffic public areas.

#### TCHC

1. Attended Monthly Meeting (December) and prepared for another Monthly Meeting (January).
2. Prepared for and attended the Executive & Finance Committee meeting.
3. Prepared for and attended the Governance & Compliance Committee meeting.
4. Meeting and conversations with several Housing Commissioners.

5. Conversations with City Commissioners about Housing Issues.
6. Met with Safety Net about IT work and future improvements to our systems.
7. Attended Ad Hoc Review Committee for Jim Friend's Reappointment.

#### **ERHC**

1. Prepared for the Annual Audit and submitted all necessary materials to auditor once it was completed.
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Prepared for and attended regular monthly meeting (December).
4. Attended a Housing Task Force meeting for the Village.

#### **HUD**

1. Several Zoom meetings and phone calls with our new portfolio management specialist in the Detroit HUD Office.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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1. Housing North: Participated in an in-person Board of Directors Meeting. Attended an Executive Committee Meeting. Attended a Fund Development Committee Meeting and a Housing Fund Committee Meeting. Attended a Housing Practitioners Meeting.
2. Community Economic Development Association of Michigan (CEDAM): Meetings with staff on policy issues. Coordinated a statewide leadership call to assist CEDAM on a Ballot Initiative. Attended a Board Governance Committee Meeting. Coordinated a Policy Discussion with Cinnaire and CEDAM staff.
3. Phone conversation with the in-coming MSHDA Executive Director.
4. Met with Goodwill Industry CEO to discuss housing issues.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
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1. Worked with TCHC attorneys on several issues including the eviction for our abandoned unit.

2. Calls with media on several issues but one that resulted in several newspaper stories.
3. Continued conversations and research on ARPA Funds. Invited to participate in an advisory committee with the County. Also participated in several meetings and calls with local partners on these funds as well.
4. Holiday/Vacation/Personal Time: Five (5) Holidays (Christmas, New Year, MLK) and 6.5 Vacation days.

# **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT**

January 28, 2022

## **Current SEMAP Status**

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
25	14	50%	7	36%

## **FSS Program Manager Update**

I continue to meet with clients in person and by phone if needed. I was able to discuss the Housing Choice Voucher program at the Father Fred Family Support Team meeting so they can share with their clients that the waitlist is open. We have begun accepting applications and will begin processing them and pulling names in the near future. This process is the best way to identify families that could utilize the program. Once we begin intakes for the vouchers, I will be able to discuss the FSS program with them. I am continuing to assist clients that have fallen behind on their rent with the CERA application process. In February I will be working on growing the PCC group. We lost some of our members due to staff shortages at local agencies during the pandemic. An introductory letter inviting new agencies and staff to participate and share information about the FSS program with their clients will be mailed soon.

## **Status of Participants**

Current participants are showing progress and continuously working to meet their goals. We have another family requesting graduation this month. We have a new family at Orchardview that will be enrolling in the program.

## **FSS Grant**

We have made our final draw on our grant. We will be applying again when the funding round opens.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 28, 2022

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Riverview Terrace Resident Council (RTRC) Updates

**MESSAGE:**

Attached are the monthly financial reports from RTRC for the months of November and October 2021. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found. There were, however, some mistakes made by the bank that created some confusion on one of the December monthly statements.

The new Officers assumed their roles at the beginning of the year and are making their plans for the year.

**ATTACHMENT:** November and December 2021 Financial Report with Bank Statements  
Letter from RTRC President

# Riverview Terrace Resident Council

## FY 2021-2022

	July	Aug	Sept	Oct	Nov	Dec	June
<b>Restricted Balance Forward</b>	\$ 1,025.72	\$ 963.13	\$ 874.01	\$ 772.02	\$ 2,265.68	\$ 2,214.03	\$ 2,034.85
<b>Income</b>	\$ -	\$ -	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 62.59	\$ 89.12	\$ 101.99	\$ 231.34	\$ 51.65	\$ 179.18	\$ -
<b>SUB TOTAL</b>	\$ 963.13	\$ 874.01	\$ 772.02	\$ 2,265.68	\$ 2,214.03	\$ 2,034.85	\$ 2,034.85

<b>Unrestricted Balance Forward</b>	\$ 1,506.64	\$ 1,506.64	\$ 1,383.22	\$ 1,358.14	\$ 1,323.29	\$ 1,167.44	\$ 4,075.26
<b>Income</b>	\$ -	\$ -	\$ 58.00	\$ 100.00	\$ -	\$ 3,187.35	\$ -
<b>Expenses</b>	\$ -	\$ 123.42	\$ 83.08	\$ 134.85	\$ 155.85	\$ 279.53	\$ -
<b>Savings Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	\$ 1,506.64	\$ 1,383.22	\$ 1,358.14	\$ 1,323.29	\$ 1,167.44	\$ 4,075.26	\$ 4,075.26

<b>EOM TOTAL*</b>	\$ 2,469.77	\$ 2,257.23	\$ 2,130.16	\$ 3,588.97	\$ 3,381.47	\$ 6,110.11	\$ 6,110.11
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\* Equals Bank Statement

**Total Savings\* = \$ 50.00**

**Petty Cash = \$ 100.00**

**GRAND TOTAL = \$ 6,260.11**

**Current as of December 30, 2021**





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

**Your Statement Of Accounts**  
**12/01/2021-12/31/2021**  
**Your Account Number**  
**xxxxxx1794**  
**Page 1**

156592 1 AV 0.426 228115-156592-633



RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

LMCU's Prime Platinum was rated the nation's best low interest rate credit card.\* With its low rate and no annual fee, it's the ideal card if you carry a month-to-month balance or want to consolidate high-interest debt. Learn more about our Prime Platinum card at LMCU.org/CreditCards.

\*Kiplinger, June 2020.



**Summary-Share Accounts**

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$3,381.47	\$6,110.11
	Total		\$6,160.11

**MEMBER SAVINGS**

**Share Account ID 00**

			<b>Total Deposits</b>	<b>\$67.11</b>
			<b>Total Withdrawals</b>	<b>\$67.11</b>
<b>Trans</b>	<b>Eff Date</b>	<b>Transaction</b>	<b>Withdrawal</b>	<b>Deposit</b>
Dec 01		Beginning Balance		<b>Balance</b>
Dec 28	Dec 28	Deposit by Check		\$50.00
				\$117.11
Dec 28	Dec 28	Withdrawal	(\$67.11)	
Dec 31		Ending Balance		\$50.00
				\$50.00

**FREE CHECKING**

**Share Account ID 01**

			<b>Total Deposits</b>	<b>\$3,187.35</b>
			<b>Total Withdrawals</b>	<b>\$458.71</b>
<b>Trans</b>	<b>Eff Date</b>	<b>Transaction</b>	<b>Withdrawal</b>	<b>Deposit</b>
Dec 01		Beginning Balance		<b>Balance</b>
Dec 01	Dec 01	Withdrawal POS #133500456499	(\$98.01)	
		GFS STORE #0919 1781 Barlow St Traverse City MI		\$3,283.46
Dec 03	Dec 03	Withdrawal POS #133720522408	(\$35.98)	
		CVS/PHARMACY #06 06843- TRAVERSE CITY MI		\$3,247.48
Dec 07	Dec 07	Deposit by Check		\$3,025.00
				\$6,272.48
Dec 07	Dec 07	Deposit		\$140.00
				\$6,412.48
Dec 07	Dec 07	Withdrawal POS #134100014596	(\$72.08)	
		DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI		\$6,340.40
Dec 13	Dec 13	Withdrawal POS #134713617856	(\$52.68)	
		MEIJER 033 TRAVERSE CITY MI		\$6,287.72
Dec 15	Dec 15	Withdrawal POS #134910545348	(\$92.86)	
		MEIJER 033 TRAVERSE CITY MI		\$6,194.86
Dec 20	Dec 20	Withdrawal Bill Payment #135420100047	(\$39.99)	
		SPECTRUM 855-707-7328 MO		\$6,154.87
Dec 28	Dec 28	Deposit		\$22.35
				\$6,177.22
Dec 28	Dec 28	Draft 1191 Tracer 0000000000000000	(\$67.11)	
Dec 31		Ending Balance		\$6,110.11
				\$6,110.11

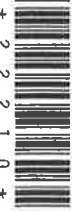
228116-156592



**Checking Account Summary**

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1191	Dec 28	\$67.11						
<b>Total Checks Cleared</b>			<b>1</b>		<b>\$67.11</b>			

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



**Dividend Summary**

**Account**  
MEMBER SAVINGS  
FREE CHECKING  
**Total**

**Dividends**  
**Year To Date**  
\$0.00  
\$0.00  
\$0.00

Your current account relationship is Value



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

Your Statement Of Accounts  
11/01/2021-11/30/2021  
Your Account Number  
xxxxxx1794  
Page 1

80471 1 AV 0.426 139209-80471-365  
RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

Earn more this holiday season with the Max Rewards Visa Credit Card. Earn cash back or points on every dollar spent - including 3% on gas,\*\* 2% on groceries, 2% at restaurants (signature card only), and 1% on everything else. Visit any branch or LMCU.org to apply. \*Subject to credit qualifications. \*\*On first \$500 spent per month, 1% thereafter.

### Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$3,588.97	\$3,381.47
	Total		\$3,431.47

### MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Nov 01		Beginning Balance			\$50.00
Nov 30		Ending Balance			\$50.00

### FREE CHECKING

Share Account ID 01

			Total Deposits	Total Withdrawals	
					\$0.00
					\$207.50
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Nov 01		Beginning Balance			\$3,588.97
Nov 14	Nov 14	Withdrawal POS #131800012755 DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI	(\$11.66)		\$3,577.31
Nov 20	Nov 20	Withdrawal Bill Payment #132428100146 SPECTRUM 855-707-7328 MO	(\$39.99)		\$3,537.32
Nov 23	Nov 23	Withdrawal POS #132718315895 WALGREENS STORE 3900 N TRAVERSE CITY MI	(\$155.85)		\$3,381.47
Nov 30		Ending Balance			\$3,381.47

### Dividend Summary

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

Your current account relationship is Value



Riverview Terrace Resident Council

January 25, 2022

Traverse City Housing Commission

Dear Commission Members,

With a weary heart we face another year with the threat of Covid19. As always, we advocate for the prevention of infection by vaccination, masking and distancing. We continue to endeavor to keep the residents safe and well by keeping them informed of the latest CDC recommendations. The Resident Council can suggest and not mandate.

Covid restrictions put a crimp in our plans though, we have learned how to deal with limitations. We are striving to provide the residents with quality programs and events.

February 16, we will have a Birthday celebration at 6:00PM. It will be a pick-up and go though some people like to congregate for a few minutes.

February 18 the Council will have an open meeting at 6:00PM. Masks are recommended and distancing is practiced in the community room.

Thank You for Your Support.



Betty Osborne,

RTRC President





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

## **OLD BUSINESS**

TCHC Policy Review Schedule January 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

# TCHC Policy Review Schedule

<b>POLICY</b>	<b>First Adopted</b>	<b>Previous Review(s)</b>	<b>Scheduled Review</b>	<b>Update Complete</b>
<b>TCHC By-Laws</b>	October 19, 2004	May 2021	May 2022	<b>June 25, 2021</b>
<b>ACOP (Admission &amp; Continued Occupancy Policy)</b>	May 1, 2005	July 16, 2013	NA	<b>February 9, 2018</b>
<b>ADMIN (Administrative Plan HCV)</b>	January 1, 2005	March 2016	Summer 2022	<b>August 23, 2019</b>
<b>Anti-Bullying &amp; Hostile Environment Harassment Policy</b>	August 25, 2017	Summer 2017	December 2021	<b>August 25, 2017</b>
<b>Asset / Physical Plant Management Addendum</b>	January 22, 2016	January 2016	NA	<b>January 22, 2016</b>
<b>Attendance Policy</b>	June 23, 2017	June 2017	NA	<b>June 23, 2017</b>
<b>Board Orientation Policy</b>	February 2013	September 2017	NA	<b>September 29, 2017</b>
<b>Camera Policy</b>	September 29, 2017	September 2017	NA	<b>September 29, 2017</b>
<b>Capitalization Policy</b>	March 18, 2003	February 20, 2006	NA	<b>March 23, 2018</b>
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
<b>Check Signing Policy</b>	December 2004	March 2017	NA	<b>March 24, 2017</b>
<b>Civil Rights Policy</b>	September 11, 1996	May 2021	NA	<b>June 25, 2021</b>
<b>Code of Conduct Policy</b>	September 28, 2012	January 11, 2013	NA	<b>May 25, 2018</b>
<b>Community Room Policy</b>	February 2006	March 2016	NA	<b>March 25, 2016</b>
<b>Community Service Policy</b>	July 19, 2005	July 15, 2008	NA	<b>May 25, 2018</b>
<b>Credit Card Policy</b>	October 20, 2015	October 2015	NA	<b>October 20, 2015</b>
<b>Deceased Resident Policy</b>	April 5, 1988	April 2016	NA	<b>April 22, 2016</b>
Disposition Policy	June 25, 1985	Unknown	TBD	
<b>Document Retention Policy</b>	<b>Unknown</b>	<b>Unknown</b>	<b>Winter 2022</b>	
<b>Doubtful Account Write-Off Policy</b>	March 18, 2001	January 2017	NA	<b>January 27, 2017</b>
<b>EIV Policy</b>	April 17, 2006	June 30, 2012	NA	<b>March 23, 2018</b>
<b>eLOCCS Security Policy &amp; Procedures</b>	March 2021	March 2021	NA	<b>March 2021</b>
<b>eLOCCS Rules of Behavior</b>	March 2021	March 2021	NA	<b>March 2021</b>
<b>Emergency Closing Policy</b>	April 18, 2006	February 2016	NA	<b>February 26, 2016</b>
<b>Emergency Transfer for Victims of Domestic Violence Policy</b>	August 25, 2017	August 2017	NA	<b>August 25, 2017</b>
Equal Housing Opportunity Plan	March 8, 1990	April 19, 2011	TBD	
<b>Family Self Sufficiency Action Plan</b>	August 31, 1998	September 2016	NA	<b>September 23, 2016</b>
<b>Freedom of Information Policy</b>	June 16, 2015	June 2015	NA	<b>June 16, 2015</b>
Grievance Policy	Unknown	February 19, 2013	TBD	

# TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
<b>Hazard Communication Policy</b>	February 18, 2003	July 1, 2011	February 2022	<b><i>Started</i></b>
<b>Housekeeping &amp; Sanitary Standards Policy</b>	NEW	None	March 2022	<b><i>Started</i></b>
<b>Inventory Policy</b>	Unknown	August 2016	NA	<b>August 26, 2016</b>
Investment Policy	June 25, 1985	Unknown	TBD	
<b>Key (Master) Policy</b>	July 18, 2006	April 2016	NA	<b>April 22, 2016</b>
Maintenance Policy	August 15, 2006	September 28, 2012	TBD	
<b>Pet Policy</b>	April 20, 2010	May 2021	NA	<b>June 25, 2021</b>
<b>Petty Cash Account Policy</b>	September 16, 2008	None	NA	<b>November 1, 2019</b>
<b>Personnel Policy / Employee Handbook</b>	Unknown	August 2017	Spring 2022	<b>August 25, 2017</b>
<b>Pest Control Policy</b>	February 18, 2003	May 1, 2008	NA	<b>November 30, 2018</b>
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2021	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	April 19, 2011	TBD	
<b>Rent Collection Policy</b>	April 5, 1988	None	NA	<b>October 27, 2017</b>
Residential Lease Agreement	Unknown	Unknown	Winter 2022	<b>Finished Not Adopted</b>
<b>Safety &amp; Evacuation Policy</b>	December 19, 2006	December 19, 2008	Winter 2022	<b>On-Going</b>
<b>Schedule of Excess Utility Charges Policy</b>	February 14, 1989	April 2017	NA	<b>April 28, 2017</b>
<b>Schedule of Maintenance/Repair Charges Policy</b>	April 7, 1992	July 1, 2008	NA	<b>September 24, 2021</b>
Sexual Harassment Policy	September 11, 1996	None	TBD	
<b>Smoke-Free Properties Policy</b>	December 19, 2006	February 23, 2018	NA	<b>July 24, 2020</b>
<b>Social Media Policy</b>	August 26, 2016	August 2016	NA	<b>August 26, 2016</b>
<b>Social Security Number Privacy Policy</b>	January 22, 2016	January 2016	NA	<b>January 22, 2016</b>
<b>Succession Plan</b>	May 15, 2007	July 17, 2014	NA	<b>September 27, 2019</b>
Transfer Policy	September 16, 2008	None	TBD	
<b>Travel Policy</b>	February 18, 2003	August 21, 2012	NA	<b>June 22, 2018</b>
<b>Tresspass Policy</b>	July 18, 2006	July 2008	NA	<b>May 24, 2018</b>
<b>Vehicle Policy</b>	August 2006	February 2011	NA	<b>March 23, 2018</b>
<b>COVID-19 Preparedness &amp; Response Plan</b>	NEW	None	On-going	

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 20, 2022

**TO:** Governance & Compliance Committee Members

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Hostile Environment/Harassment/Anti-Bullying Policy

**MESSAGE:**

When the TCHC Hostile Environment/Harassment/Anti-Bullying Policy was adopted in August of 2017, we wanted to be sure to schedule periodic reviews of this policy to ensure that it was accomplishing what it needed to accomplish. As members of the Governance Committee that drafted the language of the Policy through a special ad hoc committee, you were part of the effort to address the issues that were of concern at the time. Back then, U.S. Department of Housing and Urban Development's (HUD) had published guidance on Hostile Environment and Harassment that required TCHC to review and develop this policy. It was our hope that the policy would meet the needs outlined in that guidance document, but also meet the needs of our residents. I think we can safely say that this policy did just that.

Since we adopted this policy we have not had to formally use all of the procedures outlined in the policy. We have had numerous reports of behavior problems as outlined in the example portion of the policy. None of the complaints have risen to the level of a major lease violation or eviction. Most preliminary investigations under this policy lead to a simple resolution of having residents cease communications between them.

One area of concern is that this policy has been used by some residents as way to make accusations against other residents. An accusation of bullying or harassment does not mean that bullying or harassment has occurred. We often spend a lot of time investigating simple misunderstandings or failed relationships where one party wishes to be left alone by another party. Overwhelmingly, our residents know how to live together as adults. It is the rare occasion where interactions among residents rise to level of concern of staff. When that happens, we address it quickly. We make an effort to explain all of the circumstance to those involved and that normally settles the matter.

**ATTACHMENTS:** TCHC Hostile Environment/Harassment/Anti-Bullying Policy



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

---

**DATE:** January 28, 2022

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Rental Assistance Demonstration (RAD) Update

**MESSAGE:**

Our RAD Transaction Manager continues to review our financing plan that was submitted in July – we get minor clarifying questions ever so often. We suspect this means that the broad assumptions in our financial pro forma have been approved and we are now down to the final items of review. The last round of questions were about three minor items that total about \$75k. Considering this is a multi-million dollar deal, these are not large amounts.

MSHDA has approved our financial application and is ready to submit to their Board of Directors for execution. That is on hold until HUD clears everything but this could occur as early as next month. MSHDA has been closing deals within two months of Board approval so we are now thinking that we will have an early May closing date.

Our waiver request has been resubmitted to HUD and we expect to hear from HUD shortly. We believe we met their requirements that were outlined in their original denial letter.

We held a meeting with residents late last month and five residents attended.

**ATTACHMENTS:** Resident Meeting Minutes plus Sign-In Sheet  
HUD Waiver Request

## **Meeting Minutes of the RAD Resident Update**

### **December 22, 2021**

A meeting to update Riverview Terrace Apartment Residents on the Rental Assistance Development (RAD) Program was held in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan. Tony Lentych, Executive Director called the meeting to order at 11:00 A.M.

#### **I      ROLL CALL**

The following Staff were present: Tony Lentych, Executive Director. Five (5) residents signed the registration sheet.

#### **II     BUSINESS**

A. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Recent Articles about our Plans
- Closing and Construction Time-line Updates
- Financing Plan Submission to HUD
- Relocation Plan Update

All of the above items were addressed during the Presentation.

B. There was a twenty three (23) minute Question & Answer period after the presentation from staff.

C. The following is the summary of the meeting:

Our “Closing Date” is still believed to be in first quarter of 2022.

HUD is working on reviewing our financing plan. We have no idea how long that will take but we have submitted everything to them and to MSHDA.

The “Relocation Plan” was reviewed but there were no updates to previous presentations.

#### **Q & A**

Each item presented received questions and comments. These included:

- Will there be assistance in disposing of unwanted items?
- Will there be golf carts to help move people when parking lot is done?
- Will all of the asbestos be remediated during this construction?

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting early next year.

**III     ADJOURNMENT**

The meeting was closed at 11:21 A.M.

Respectfully submitted,



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Tony Lentych, Executive Director



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** December 15, 2021

**TO:** Danielle Bastarache, Deputy Assistant Secretary, U.S. Department of HUD

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Request to Reconsider Denial of Section 18/RAD Blend HCV Program  
Size/Capacity Waiver as Indicated in Letter Issued on November 3, 2021

**MESSAGE:**

Obviously, we were disappointed when we received your letter regarding our requested exception/waiver to the HCV program size requirement in Notice PIH 2021-07. While we thought that we had made a reasonable case that our 208 HCV program was sufficient enough for us to manage these new vouchers, we understand that more information was needed to make the case.

Since we received that original letter, we have also received the attached letter from MSDHA stating that they, in fact, do not want the additional vouchers and are “willing to opt out” of receiving them due to the benefits provided by the local, “housing authority’s resources and connections to the residents.” Please note that we believe that TCHC staff do add value to the lives of our residents, many of whom are elderly and disabled.

It is our belief that this letter satisfies a major concern identified in your letter dated November 3, 2021. We are also attaching a letter from our Resident Council, which has been a great partner in delivering information about RAD to the residents and is supportive of our waiver request.

Additionally, our original request identified the following rationale for the waiver; all of which are still relevant today:

1. TCHC has one of the largest HCV programs in the region and has been actively trying to grow it. [In recent years, TCHC applied for Family Unification Program vouchers in partnership with our local Continuum of Care].
2. We have staff capacity to grow the program after the RAD/Section18 conversion which will allow us to absorb the 115 Vouchers easily.
3. There are no HCV programs of any size within 125-150 miles from our location. In fact, MSHDA is over 180 miles away and it does not have any physical presence or other agents in our HCV footprint.

4. Our residents are elderly and disabled. We often do a lot of work with them during the recertification/reexamination process. Asking our residents to work with an out-of-area agency would be an unnecessary burden for many of our residents. The RAD process has already presented our residents with a lot of change and we believe that having recognizable staff will make this transition easier for them.

**ATTACHMENTS:** December 10, 2021 MSHDA Letter  
December 13, 2021 Resident Letter  
November 3, 2021 HUD Letter

December 10, 2021

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

RE: Riverview Terrace/RAD Section 18 Development

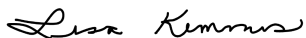
Dear Mr. Lentych,

The Michigan State Housing Development Authority (MSHDA) is aware of the conversion that the Traverse City Housing Commission (TCHC) is undertaking for Riverview Terrace under PIH 2021-07. It is our understanding that the TCHC will be converting a portion of the public housing units within this property to project-based Section 8 assistance.

While MSHDA has jurisdiction to administer the vouchers in Traverse City and meets the requirements in PIH Notice 2021-07 of being a PHA with at least 250 HCV units in its Annual Contributions Contract (ACC), MSHDA is in support of the TCHC's request to HUD for an exception to the program size capacity in order to administer the vouchers awarded under the above-mentioned conversion. MSHDA recognizes the benefits of a local housing authority's resources and connections to the residents and is willing to opt out of administering these vouchers.

If you require further information, please feel free to contact me at [kemmisl@michigan.gov](mailto:kemmisl@michigan.gov) or 517-241-2427.

Respectfully,



Lisa Kemmis, Director  
Rental Assistance and Homeless Solutions

## RIVERVIEW TERRACE RESIDENT COUNCIL

150 PINE STREET, BOX MB1, TRAVERSE CITY, MICHIGAN, 49684  
231-642-5035

December 13, 2021



Ms. Danielle Bastarache, Deputy Assistant Secretary  
Office of Public Housing and Voucher Programs  
U.S. Department of Housing & Urban Development  
Washington, D.C. 2040-1000

Subject: Riverview Terrace Apartments Vouchers

Dear Deputy Assistant Secretary Bastarache:

As spokesperson for the Riverview Terrace Resident Council, which represents all residents of your Riverview Terrace Apartments, we wish to lend our strong support for the Traverse City Housing Commission to continue its full administration of the project-based vouchers in our building once the RAD conversion takes place.

TCHC has proven its expertise by being in constant communication with residents with nearly monthly meetings and reports on the progress of this RAD conversion. It was our understanding that this conversion would not have any dramatic impact on our residents and its relationship with TCHC. Your letter dated November 3, 2021 stated that the program controlling our voucher program would transfer to some other administrator that may not even be located anywhere near our building or city.

Please consider our strong support for TCHC to continue working with our residents, many of which are the frail elderly and special needs persons.

Thank you for your time and consideration in this important matter pertaining to our resident's future welfare.

Respectfully,

Ellen Corcoran,  
RTRC President





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-1000

OFFICE OF PUBLIC AND INDIAN HOUSING

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

11/3/2021

Dear Mr. Lentych:

The Traverse City Housing Commission (TCHC, MI080) sent a letter to the U.S. Department of Housing and Urban Development (HUD) on June 4<sup>th</sup>, 2021, requesting an exception to the program size capacity requirement in Notice PIH 2021-07 section 3. A.(2)(e)(2). This section specifies that any project-based voucher contract that is part of a Rental Assistance Demonstration Section 18 Small PHA Blend disposition must be administered by a Housing Choice Voucher (HCV) contract administrator with at least 250 HCV units under its HCV Annual Contributions Contract (ACC) prior to creation of such Project Based Voucher (PBV) contract.

PHAs may request an exception to this requirement by following the procedures in Notice PIH 2018-16 and presenting good cause justification. In considering such requests, HUD will consider if there is another PHA that administers more than 250 HCV ACC units with jurisdiction and, if so, whether that PHA is unwilling or unable to administer the additional PBV assistance.

While TCHC is one of the largest northern Michigan PHA's, administering 208 HCV units, and has earned a SEMAP High Performing rating in its last assessment, the request did not demonstrate whether another PHA, that meets the 250 unit threshold with jurisdiction, was unable or unwilling to administer the additional PBVs. If this criteria could be demonstrated a waiver could be considered, but because this could not be determined, HUD cannot approve this request.

If you have any questions or need additional assistance, please contact Kristen Arnold, at [Kristen.Arnold@hud.gov](mailto:Kristen.Arnold@hud.gov).

Sincerely,

*Danielle Bastarache*  
Danielle Bastarache  
Deputy Assistant Secretary  
Office of Public Housing and Voucher Programs

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** January 28, 2022

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** TCHC-BATA Transit Oriented Development Update

**MESSAGE:**

Once again, we have submitted everything that we need to submit to Garfield Township in order to get our PUD approved. We were not able to get on the December or January agenda due to some engineering concerns that have now been addressed and reviewed favorably by the Townships engineer. This means that we will not have final PUD approval until

We were denied 9% Tax Credits from MSDHA, which was expected based on our scores but two other projects received "Strategic Initiative" selections. We had hoped that we would compete in that category. Our team will re-submit in the April round again but we are actively exploring other financial models as well including MSHDA's Tax Exempt - 4% Low Income Housing Tax Credit direct lending program. Additionally, I have had several conversations with MEDC about participating in this project. They have a new program beginning in 2022 that may work for this part of this project.

We have met with several elected officials about this project to make a case for support. Everyone has pledged to support in one way or another with everyone writing letters of support. It appears that this project can attract a lot of attention at the State level but no one seems to know how to program funding into it. The rural nature of the project makes it ineligible for many funding sources.

BATA and TCHC are preparing a more detailed public relations campaign for this project that ties the story of the two projects into one cohesive story. It is our hope that the complete review of the economic impact of both projects will make a more compelling rationale for support.

**ATTACHMENTS:** One-Page Project Description

# THE FLATS AT CARRIAGE COMMONS

An Innovative Transit-Oriented Development (TOD) Partnership between Bay Area Transit Authority (BATA) & Traverse City Housing Commission (TCHC) — located at NE Corner of LaFranier Road and Hammond Road in Garfield Township

TCHC and BATA plan to co-develop a property that will include a transit-oriented development (TOD) project that will include all of the operations of BATA and a large multi-family “workforce” housing project. This collaboration is unique in many ways, but most significantly it is one of the largest TOD projects attempted in rural America. This project will be an ideal support system for several of this region’s economic engines: tourism, agri-business, and light manufacturing. Nationally, transportation costs are second only to housing cost as a burden to workforce households, with the average workforce household spending about 32% of their income on housing and nearly 20% on transportation costs. As people seek more affordable housing opportunities, they often move farther away from the economic/job centers which drives up the transportation costs to each household. Ironically, the savings earned while seeking such affordable housing can easily dissolve as one becomes reliant on personal transportation that can become unreliable.



Housing and transportation costs incurred by this region’s workforce have proven to be a barrier to securing long-term individual economic prosperity and may, in fact, be harming the overall economic growth of this region. This project addresses all of these issues. With five (5) buildings planned, and 53 to 36 units in each one (with various mixes of one- and two-bedrooms), our project can house some of our region’s “Hometown Heroes” — our public safety personnel, healthcare workers, transit staff, teachers, and local service employees. We now know the value of all of these workers in our economy. We need them and they need housing!

Construction on this project could begin as early as the summer of 2022 (assuming traditional funding and subsidies are secured by June or July).

Total project costs for the entire housing site are expected to be well over \$53 million. Habitat for Humanity of Grand Traverse has agreed to build the 15 single-family homes during a later phase and those costs are not included in that total. Site improvements costs for this project are estimated to be near \$3 million which that alone can be a barrier to long-term affordability.



Our team is exploring every funding we can find in order to finance every phase and feature of this project.

**With the on-site Transit Center, our residents can get anywhere with BATA!** This includes all Job Centers, our Downtown, and Northwest Michigan College. **And this project has less of a parking footprint:** 1.1 spots per apartment, rather than 1.5 — **this means less asphalt and more green space!**



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

## WHAT'S INCLUDED?

- 215 Apartments
- 15 Single Family Homes
- BATA Transit Center!**
- Walking Paths
- Playground/Fitness Area
- Day Care Facility**
- Retail/Café Building
- Bird Watching Platform
- Community Gardens
- Protected Wetlands!



## SOURCES & USES FOR A 4% FUNDING MODEL

Sources of Funds (Permanent):	Total	Per Unit
Permanent Loan	\$3,600,371	\$67,932
Tax Credit Equity	\$6,119,270	\$115,458
<b>ARP Gap Loan</b>	<b>\$6,000,000</b>	<b>\$113,208</b>
Deferred Development Fee	\$8,334	\$157
<b>Total Sources of Funds</b>	<b>\$15,727,974</b>	<b>\$296,754</b>

Uses of Funds:	Total	Per Unit
Land Acquisition	\$600,000	\$11,321
Hard Cost	\$9,972,900	\$188,168
Soft Cost	\$2,808,969	\$52,999
Reserves	\$246,105	\$4,643
Development Fee	\$2,100,000	\$39,623
<b>Total Uses of Funds</b>	<b>\$15,727,974</b>	<b>\$296,754</b>

### 4% LIHTC Funding Model for One Apartment Building

53 apartments in total (37 units one-bed/one-bath & 16 two-bed/two-bath)

**Note:** All 53 units at 60% AMI

This model represents about 25% of the total amount of the project. This funding sources does not provide as deep of a subsidy as the 9% tax credit program but it can work nicely IF we can fill the “gap” in the capital stack. Program that fill this gap are highly competitive and tend to prefer projects in larger urban communities.

All of these units would be targeted to the workforce making around \$17 to \$20 per hour for full time work.

We are requesting \$6 million in State of Michigan ARP funding to fill the “Gap” in the development budget in order to get the total project moving forward. This would allow BATA to utilize nearly \$20 million in Federal and State resources and would allow us to provide land to Habitat for Humanity for the single family housing units at a minimal cost. But the longer this pre-development work takes, the more it will cost.

## SOURCES & USES FOR A 9% FUNDING MODEL

### 9% LIHTC Scenario for One Building

53 apartments in total (37 units one-bed/one-bath & 16 two-bed/two-bath)

**Note:** 19-units at 30% AMI, 6 at 60% AMI, and 28 at 80% AMI

Two applications for 9% Tax Credits were submitted to MSHDA on October 1, 2021. Competition for these tax credits is highly competitive and both applications are to be considered under the “Strategic Investment” Category. The goal is to fund 106 units with this program which will also cover a large portion of the infrastructure costs.

We have applied for a PUD through Garfield Township and have been given Preliminary Approval last Spring. Final approval is dependent upon final engineering review. Additionally, we were approved for a PILOT in September 2021.

TCHC has partnered with the Smith & Henzy Advisory Group, a developer with extensive experience partnering with PHAs across the country. They also have significant experience with projects in other Opportunity Zones.

Sources of Funds (Permanent)	Total	Per Unit
Permanent Loan	\$3,460,000	\$65,283
Tax Credit Equity	\$11,694,830	\$220,657
Deferred Development Fee	\$61,181	\$1,154
<b>Total Sources of Funds</b>	<b>\$15,216,012</b>	<b>\$287,095</b>

Uses of Funds:	Total	Per Unit
Land Acquisition	\$600,000	\$11,321
Hard Cost	\$9,972,900	\$188,168
Soft Cost	\$2,898,503	\$54,689
Reserves	\$244,609	\$4,615
Development Fee	\$1,500,000	\$28,302
<b>Total Uses of Funds</b>	<b>\$15,216,012</b>	<b>\$287,095</b>



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

## **NEW BUSINESS**

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** January 28, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Angie Szabo, FSS Coordinator  
**SUBJECT:** FSS Escrow Disbursement Request

**MESSAGE:**

As mentioned in the Monthly FSS Report, we have one (1) FSS Program Participant who has requested early graduation and a disbursement from their escrow accounts.

Participant No. V-001-000092 has been in the FSS program since 2018. Although they still has a year left on their contract, they have met all their goals and are ready to graduate early. This family started the FSS program when they were living at Orchardview. There was no earned income at that time and childcare was a big obstacle for employment.

While in the FSS program, this family was able to secure daycare, obtain and maintain employment, implement a budget and use their stimulus checks to pay down their monthly rent payment for a year, purchase a vehicle, and they have now been approved for a house with Habitat for Humanity. They have completed all the requirements, including the Homebuyer Education course and the Financial Capabilities course at NMCAA. They are now working on their 275 hours of “sweat equity” by volunteering on the construction of their new home.

The FSS Program Coordinating Committee approved the disbursement to V-001-000092.

Total Escrow amount to be distributed today is \$23,381.69, therefore, I respectfully request a motion to disburse this amount.



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

## **CORRESPONDENCE**

December 7, 2021 E-Mail Response from HUD on FY2021 Audit Submission

December 30, 2021 EPC Measurement & Verification Report from Wind, Water, Energy Conservation

January 20, 2022 Record Eagle Article, "County Appoints Committee to Spend ARPA Money"

Support Housing Michigan Fact Sheet

## Tony Lentych

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**From:** phas@hud.gov  
**Sent:** Tuesday, December 7, 2021 10:39 AM  
**To:** Tony Lentych  
**Cc:** phas\_corr@hud.gov  
**Subject:** Conditional Approved Unaudited Submission - MI116

Dear Anthony Lentych:

Thank you for submitting your agency's annual unaudited financial information for the fiscal year ending 09/30/2021. The U.S. Department of Housing and Urban Development's Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) Public Housing Financial Assessment (FASS-PH) Team has reviewed and accepted your submission. During the review the Assessment Team determined that the item(s) indicated below need(s) to be corrected or clarified prior to the submission and acceptance of your audited financial information.

### Comments/Questions:

The unaudited Financial Data Schedule (FDS) is conditionally accepted by this Office with no formal review or analytical procedures conducted at this time. FASS-PH will perform the complete review on the audited financial data. If you have any questions, please contact your financial analyst BoJhen Hu at 202-475-8730 or at BoJhen.Hu@hud.gov.

Failure to correct or address the issues listed above may result in the rejection of your next financial submission. If your next financial submission is an audited submission, the issues and previously identified items must be addressed and corrected prior to FASS approval.

If you have any questions about your unaudited financial submission, please contact your PIH-REAC Financial Analyst, Assessment Manager, or the PIH-REAC Technical Assistance Center at 1-888-245-4860.

Sincerely,

QUINCY RILEY  
PROGRAM MANAGER, FINANCIAL ASSESSMENT SUBSYSTEM - PUBLIC HOUSING AGENCIES  
Office of Public and Indian Housing, Real Estate Assessment Center



December 30, 2021

Mr. Tony Lentych, Executive Director  
Traverse City Housing Commission  
10200 E. Carter Centre Rd.  
Traverse City, MI 49684-7814

**EPC Measurement and Verification Report  
Reporting Year 8 (July 2020 through June 2021)  
Report Prepared by: Michael Wiley  
Report Date: December 30, 2021**

**EXECUTIVE SUMMARY**

This EPC Measurement and Verification (M&V) report is submitted to fulfill the reporting requirements of the Energy Services Agreement (ESA) dated October 26, 2012 between the Traverse City Housing Commission (TCHC) and Wind, Water, & Energy Solutions LLC (WWES), previously known as Wind, Water, & Energy Conservation LLC (WWEC).

In the ESA, WWES agreed to develop and complete the implementation of various energy and water conservation measures (ECMs) which would reduce TCHC's Commission-paid (CP) and Resident-paid (RP) annual utility cost by a combined guaranteed amount of **\$33,559**. For UY2021 (July 2020 through June 2021), the 8<sup>th</sup> reporting year of the ESA, annual savings of **\$45,061** were realized, exceeding the guaranteed amount by **\$11,502**.

The following tables summarize utility data received from TCHC, the M&V analysis and adjustments performed and the resulting savings benefit from the ESA. Adjusted Consumption includes adjustment of total billing days to 365 and adjustments based on temperature utilizing heating degree-day (HDD) and cooling degree-day (CDD) data for Traverse City. Average Rate (or NER = Net Effective Rate) is the actual average rate for UY2021, defined as (Total Annual Utility Cost ÷ Total Annual Utility Consumption). Floor Rate is the minimum rate as established in the ESA for calculating savings.



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# TRAVERSE CITY HOUSING COMMISSION

## Annual Savings Summary UY2021 (Reporting Year 8)

### NOTES

1) Anticipated and guaranteed savings from *TC HUD Cost Summary final 5-23-12.xlsx*.

### Riverview Terrace

	Water (gal)		Electricity (kWh)		Natural Gas (CCF)		TOTALS
	Commission Paid	Resident Paid	Commission Paid	Resident Paid	Commission Paid	Resident Paid	
Base Consumption	4,208,997		1,514,466		14,325		
Actual Consumption	1,884,960		1,287,595		17,179		
Adjusted Consumption	1,879,810		1,284,356		18,084		
Consumption Reduction	2,329,187		230,110		(3,759)		
Actual Utility Cost	\$17,964		\$99,840		\$15,652		
Average Rate (NER)	\$0.00953		\$0.0775		\$0.9111		
Cost Savings @ NER	\$22,198		\$17,843		(\$3,425)		
Floor Rate per ESA	\$0.0057		\$0.0800		\$0.9448		
Cost Savings @ Floor Rate	\$13,276		\$18,409		(\$3,552)		
Net % Consumption Savings	55%		15%		-26%		
<b>Net Cost Savings</b>	<b>\$22,198</b>		<b>\$18,409</b>		<b>(\$3,425)</b>		<b>\$37,182</b>
<b>EPC Anticipated Savings</b>	<b>\$8,451</b>		<b>\$19,018</b>		<b>\$291</b>		<b>\$27,760</b>
<b>Favorable/(Unfavorable)</b>	<b>\$13,747</b>		<b>(\$609)</b>		<b>(\$3,716)</b>		<b>\$9,422</b>

### Orchardview

	Water (CCF)		Electricity (kWh)		Natural Gas (CCF)		TOTALS
	Commission Paid	Resident Paid	Commission Paid	Resident Paid	Commission Paid	Resident Paid	
Pre-project Consumption Allowances		1,647,000		93,600		10,860	
Post-project Consumption Allowances		1,077,120		78,912		6,791	
Allowance Reduction		569,880		14,688		4,069	
Post-project Cost Allowances		\$2,880		\$8,824		\$7,867	
Average Rate (NER)		\$0.00267		\$0.1118		\$1.1584	
Cost Savings @ NER		\$1,524		\$1,642		\$4,713	
Floor Rate per ESA		\$0.00230		\$0.0933		\$1.0728	
Cost Savings @ Floor Rate		\$1,311		\$1,370		\$4,365	
Net % Consumption Savings		35%		16%		37%	
<b>Net Cost Savings</b>		<b>\$1,524</b>		<b>\$1,642</b>		<b>\$4,713</b>	<b>\$7,880</b>
<b>EPC Anticipated Savings</b>		<b>\$928</b>		<b>\$1,810</b>		<b>\$3,061</b>	<b>\$5,799</b>
<b>Favorable/(Unfavorable)</b>		<b>\$596</b>		<b>(\$168)</b>		<b>\$1,652</b>	<b>\$2,081</b>

### Totals (Riverview Terrace and Orchardview combined)

	Water (CCF)		Electricity (kWh)		Natural Gas (CCF)		TOTALS
	Authority Paid	Resident Paid	Authority Paid	Resident Paid	Authority Paid	Resident Paid	
Base Consumption (Allowances)	4,208,997	1,647,000	1,514,466	93,600	14,325	10,860	
Actual Consumption (Allowances)	1,884,960	1,077,120	1,287,595	78,912	17,179	6,791	
Adjusted Consumption	1,879,810	NA	1,284,356	NA	18,084	NA	
Consumption (Allowance) Reduction	2,329,187	569,880	230,110	14,688	(3,759)	4,069	
Net % Consumption Savings	55%	35%	15%	16%	-26%	37%	
<b>Net Cost Savings</b>	<b>\$22,198</b>	<b>\$1,524</b>	<b>\$18,409</b>	<b>\$1,642</b>	<b>(\$3,425)</b>	<b>\$4,713</b>	<b>\$45,061</b>
<b>EPC Anticipated Savings</b>	<b>\$8,451</b>	<b>\$928</b>	<b>\$19,018</b>	<b>\$1,810</b>	<b>\$291</b>	<b>\$3,061</b>	<b>\$33,559</b>
<b>Favorable/(Unfavorable)</b>	<b>\$13,747</b>	<b>\$596</b>	<b>(\$609)</b>	<b>(\$168)</b>	<b>(\$3,716)</b>	<b>\$1,652</b>	<b>\$11,502</b>

**Savings Guarantee**



## METHODOLOGY

### ***Commission-paid Utilities***

The Traverse City Housing Commission supplied monthly utility bills for each of the CP accounts originally included in the Frozen Rolling Base (FRB or baseline). Those data were entered into the M&V calculation spreadsheet, ***TCHC M&V Year 8 UY2021.xlsx***, which is included as an Excel file attachment to this report. Graphical comparison of unadjusted UY2021 monthly consumption with baseline monthly consumption is presented in the three Annual Usage Charts at the end of this report and on tab *Annual Usage Charts* of the attached spreadsheet.

Data entered were then adjusted to reflect a calendar year of 365 days, as some accounts totaled more or less than 365 days due to billing cycle differences. Those results are displayed on individual utility bill register tabs and on tab *Utility Bill Summary* of the attached spreadsheet.

Additional adjustments to the annual electricity and natural gas consumption were made based on a comparison of the average annual number of HDDs and CDDs for the baseline period compared with UY2021. Details of these adjustments can be found in tab *HDD CDD Adjustment* of the attached spreadsheet.

The final annual adjusted consumption level for each of the three utilities was compared with the FRB level for that utility and the resulting Consumption Reduction calculated. As specified in the ESA, your Net Cost Savings are then determined as the greater of:

- Consumption Reduction x Average Rate (or Net Effective Rate = NER)
- Consumption Reduction x Floor Rate

Both values are shown in the Annual Savings Summary UY2021 tables above with the greater value highlighted in tan and noted as your Net Cost Savings.

### ***Resident-paid Utilities***

For RP utilities, your EPC approved pre-and post-project consumption allowances are treated as Base and Actual Consumption, respectively. As for CP utilities, the resulting Consumption Reduction is then evaluated at both the Average Rate (NER) and the ESA Floor Rate, with the greater value highlighted in tan and noted as your Net Cost Savings. For RP utilities, the Average Rates are defined as:

- Total Cost Allowances ÷ Total Consumption Allowances

for each utility. Details of the calculation of savings for RP utilities can be found on tab *RP Savings* of the attached spreadsheet.

Last year, Alisa Korn at the Traverse City Housing Commission confirmed that cost allowances used throughout UY2020 had been in place since 2014. She was out of the office when I called again this year to see if the allowances had been updated and no one was available to answer that question, so I have completed this report using the 2014 allowances as in the past.

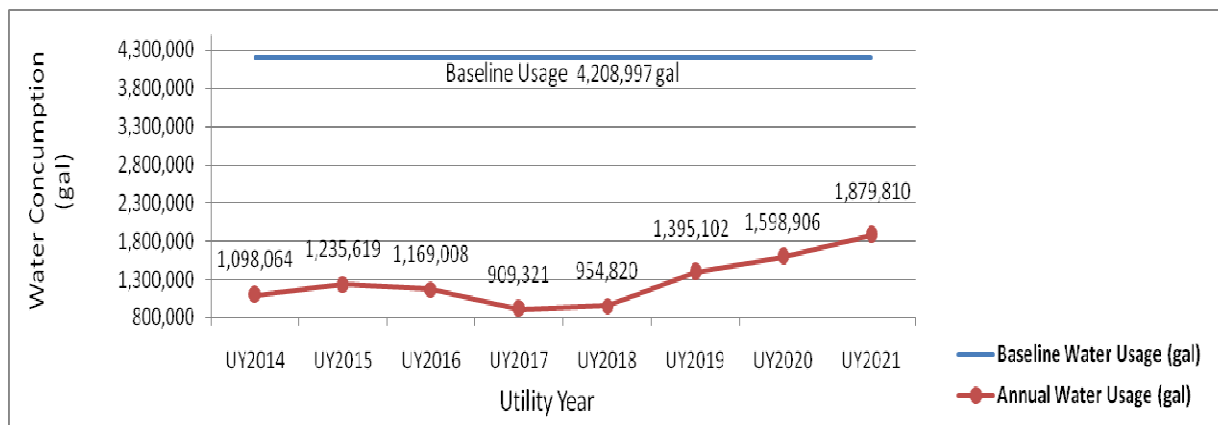
### ***Baseline Adjustment***

At the time the ESA was executed there was a common area and seldom-used offices at the Orchardview family site that had CP utility bills. Utility usage for those spaces was included in the original Frozen Rolling Base. However, since the completion of the EPC, that building has been converted to residential units with Resident-paid utility bills. Your baseline for Commission-paid utilities has been adjusted accordingly as shown on the *Baseline* tab of the attached spreadsheet.



## WATER CONSUMPTION

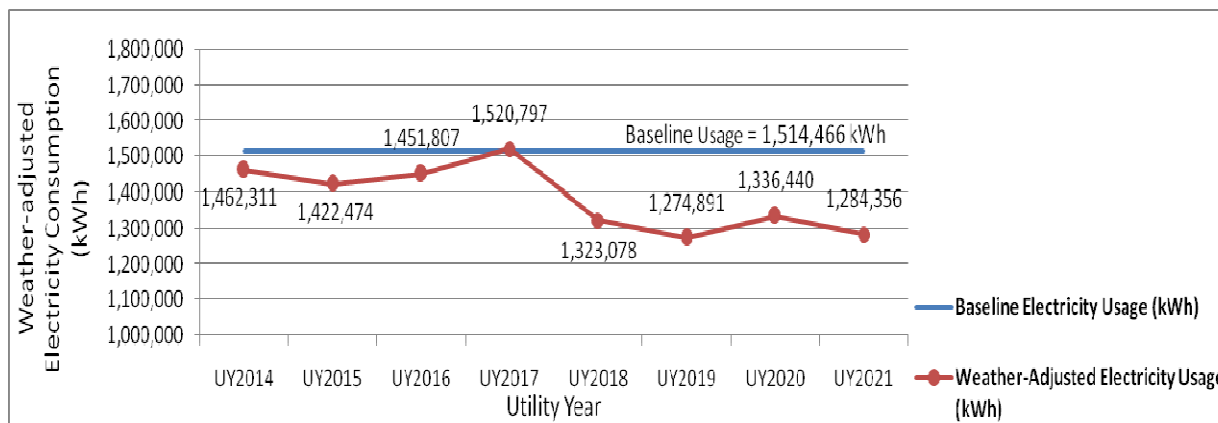
Annual water usage at Riverview has increased each year since UY2017. UY2021 consumption of 1,879,810 gal was up 18% from 1,598,906 gal in UY2020 and is more than double your post-EPC low of 909,321 gal in UY2017. Bills from the first few months of UY2022 (not included in this report) indicate that that your usage is continuing to rise. These increases are very substantial and may indicate the development of significant leaks. Annual water consumption since UY2014 is illustrated in **Chart 1** below.



**Chart 1.** Annual Water Usage vs. Baseline Water Usage since UY2014.

## ELECTRICITY CONSUMPTION

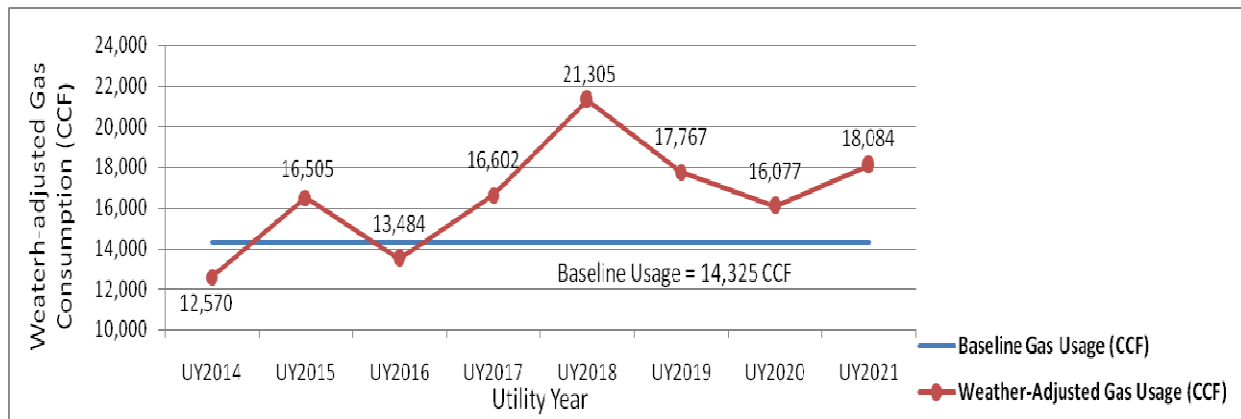
Weather-adjusted electricity consumption at Riverview declined sharply from 1,520,797 kWh in UY2017 to 1,323,078 kWh in UY2018 and has remained at the ~1,300,000 kWh level since that time. Cost savings achieved in UY2021 were \$18,409, just slightly less than the \$19,018 anticipated, but significantly greater than savings achieved from UY2014 to UY2017. Annual electricity consumption since UY2014 is illustrated in **Chart 2** below.



**Chart 2.** Weather-adjusted annual Electricity Usage vs. Baseline Electricity Usage since UY2014.

## GAS CONSUMPTION

Weather-adjusted gas usage for UY2021 at Riverview was 18,084 CCF, which is in the middle of the range experienced during the last 4 years, but still 26% higher than annual baseline usage of 14,235 CCF. **Chart 3** below illustrates your annual weather-adjusted gas usage compared with baseline usage since UY2014. Although annual usage is up and down from year to year, the overall trend since UY2014 is upward. It is likely that building envelope integrity and/or equipment efficiency has drifted somewhat since completion of your EPC.



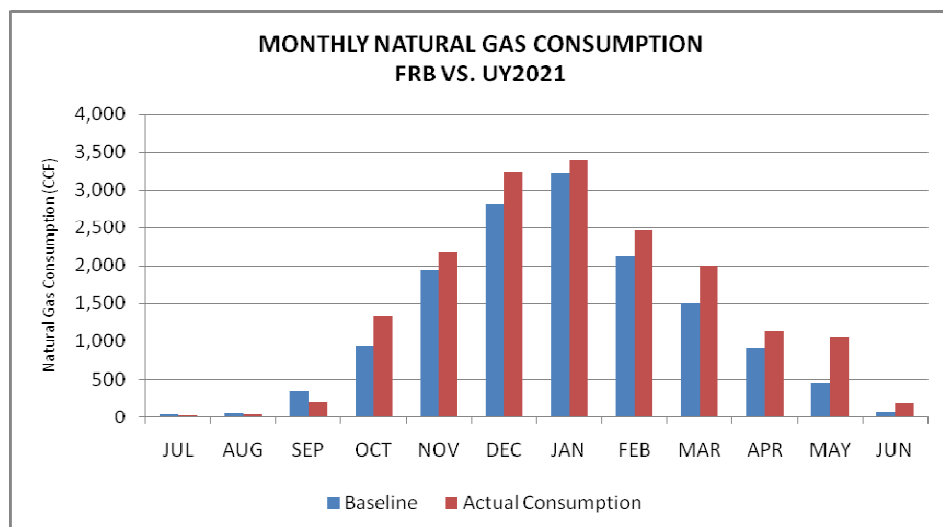
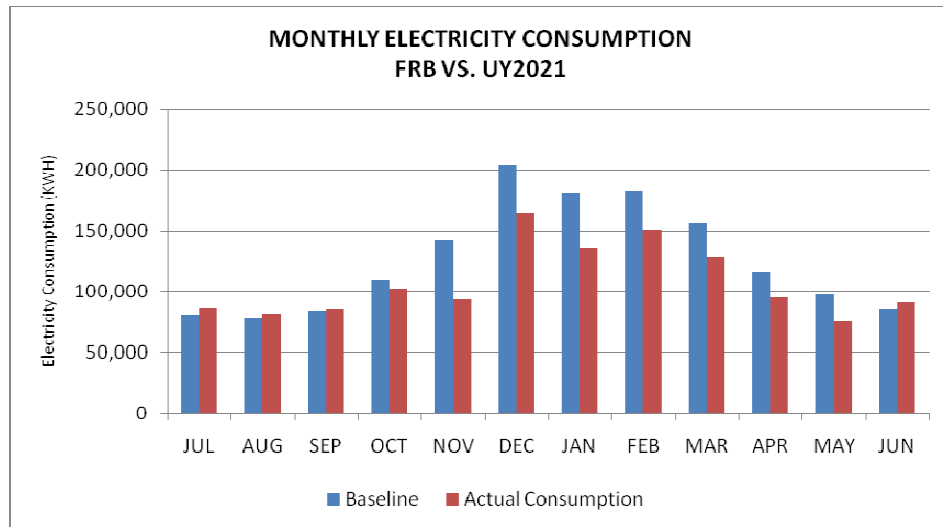
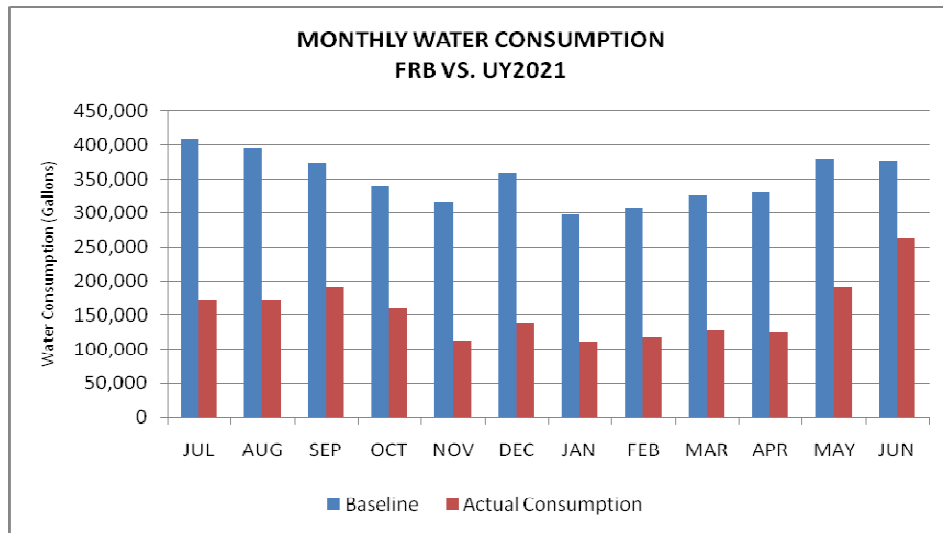
**Chart 3.** Weather-adjusted Annual Gas Usage vs. Baseline Gas Usage since UY2014.

If you have any questions or need assistance with any aspect of your Energy Performance Contract, please do not hesitate to contact us at 727-498-2950.

Sincerely,

Michael T. Wiley, M&V Specialist  
Wind, Water & Energy Solutions, LLC

# ANNUAL USAGE CHARTS



# County Appoints Committee to Spend ARPA Money

By Patti Brandt Burgess  
January 20, 2022

TRAVERSE CITY — Grand Traverse County officials identified 11 sectors they'll focus on when they discuss how to divvy up \$18.2 million in American Rescue Plan Act money.

County Administrator Nate Alger told county commissioners Wednesday that county executives, working with a consultant, selected 10 committee members — each to represent a sector — with the final member coming in the next few days.

Four county executives will serve on the panel, bringing it to 15. They are Alger, deputy Administrator Chris Forsyth, human resources Director Donna Kinsey and finance Director Dean Bott.

County commissioners decided to pay \$50,000 to Lansing-based Public Sector Consultants for its help leading the county through the process of spending the ARPA money it receives. About half the money came in July and is in an interest-bearing account. The rest will come this year.

A livability survey conducted by the county about two years ago that sought input from county residents names mental health treatment, affordable housing and child care the top three needs; all are among the 11 sectors identified.

The recommendation to appoint committee members came from the consultant, Alger said. With one member left to name, just two of the 11 community panelists are women, though U.S. Census figures show about half of the county population is female.

The 11 sectors with their representative committee members are:

- Business, small and large — Jody Trietch, executive director of Northern Michigan Angels and CFO of Boomerang Catapult, both of which are investment firms
- Child care — Seth Johnson, executive director, United Way of Northwest Michigan
- Economic development — Warren Call, president and CEO, Traverse Connect
- Education — Nick Ceglarek, superintendent, Northwest Education Services
- Health care — Matt Wille, president and CEO, Munson Medical Center
- Housing — Tony Lentych, executive director, Traverse City Housing Commission
- Human services — Chris Hindbaugh, executive director, Addiction Treatment Services
- Philanthropy — Sakura Takano, CEO, Rotary Charities of Traverse City
- Public safety — Greg Bird, emergency manager, Grand Traverse County
- Transportation — Kevin Klein, executive director, Cherry Capital Airport
- Workforce development — Not yet filled

Alger said he heard some concerns that villages, the city and townships are not represented on the committee, something he said was intentional. He said there's no question they have needs the county can help them with and they will be a part of the process.

"We'll have that interaction with those local units in a different capacity," Alger said. "The sectors that we've identified represent the entire county and the nature of the work that the members are going to be engaged in needs to have a focus on the community at large."

Funds can be used in five broad categories that include responding to COVID-19, responding to the economic impacts of COVID, replacing revenue losses from the pandemic, premium pay for eligible workers during the pandemic and water, sewer and broadband infrastructure. Behavioral health treatment is named as an acceptable use of funds.

Up to this point municipal recipients of ARPA funding have been operating under interim rules from the U.S. Treasury Department. Final rules have now been published with one significant change to the way lost revenue is calculated, Alger said.

The Treasury Department lets municipalities use a formula that puts expected revenue growth at 4.1 percent, as previously reported. Anything less than that can be claimed as a loss in expected revenue — not actual revenue. The formula shows that the county lost \$2.3 million of potential revenue growth in 2020, even though the county did not see a year-over-year decline in income.

County revenue grew by an average of 3.5 percent during the past few years, as previously reported.

Under the new rules municipalities can claim a standard potential loss of \$10 million, which makes it easier to report, Alger said. Municipalities can opt to use the previous formula or use the new standard allowance.

"Speaking personally, I kind of like this restriction of that lost revenue calculation because it gave us a better benchmark of what we can use those funds for elsewhere," Alger said. "But this is going to be allegedly easier to report on ... It may be something we want to look at."

The first committee meeting will take place at 8 a.m. Feb. 9 at the county governmental center. It is open to the public.

The first task before the committee is establishing a way to consistently and uniformly receive public input, as well as a way to identify spending priorities.

ARPA funds must be allocated by December 2024, with projects completed by December 2026.



# Support Housing Michigan



## An Example of Housing Needs

Paul is a single parent of a 6-year-old daughter Amanda. He is employed full-time working as a roofer for a local business. He earns \$50,000 annually before taxes and is one of the almost 40,000 households in Kent County earning less than 80% of the Area Median Income.

Affordable housing costs for Paul is about \$1,200/mo.

Paul's daughter, Amanda, attends Grand Rapids Public Schools. Paul also has other necessary costs such as transportation for work and frequent child care when his family and friends cannot watch Amanda.

## Helping Paul Through the Residential Rehab and Workforce Housing Act

Samantha, a new property-owner, purchased a duplex in Grand Rapids but needs about \$1,400/month in rent from both units on her investment to justify the price of her purchase. The adoption of the Residential Rehab and Workforce Housing Act gives her an opportunity to partner with the City of Grand Rapids to reduce the rent on at least one of the units.

The City offers Samantha a 50% property tax abatement in exchange for offering one unit at no greater than 80% AMI and one unit at no greater than 100% AMI. She must also invest in new siding and windows to improve the visual quality and energy efficiency of the house and annually certify the income of the households.

Samantha agrees and with the savings from the abatement she is able to offer one unit at \$1,400/mo and the second unit at \$1,100.00.

This partnership provides Paul and Amanda the opportunity to move into an affordable two-bedroom unit with rent that is less than 30% of his income.

## SB 362 and the other Housing Michigan tools will provide critical tools to preserving and creating more workforce housing in communities across Michigan.

There are no mandates. These bills are opt-in and allow local governments flexible options to partner with the builders, owners and housing providers to address the housing crisis.

### We urge you to vote yes on the Housing Michigan bills:

SB 360/361 (Victory) - Employer Housing Tax Credit  
SB 362 (Brinks) - Residential Rehab and Workforce Housing Act  
SB 364 (Moss) - Neighborhood Enterprise Zones Expansion  
SB 422 (Horn) - Residential Facilities Exemption  
SB 432 (Schmidt) - Housing PILOTs

## Questions?

Contact Josh Lunger at [josh@grandrapids.org](mailto:josh@grandrapids.org) or 616.771.0336  
For more information, visit [www.housingmichigan.weebly.com](http://www.housingmichigan.weebly.com)

## What Does 'Affordable' Mean?

Affordable means that the households spends no more than 30% of all income on housing costs (rent and utilities).

### In Kent County:

Area Median Income (AMI)	100%	80%	60%
Affordable Housing Costs for two-person household	\$1,605	\$1,284	\$963

Item	Cost/Unit
Aquisition	\$135,000
Repairs	\$10,000
Total Cost	\$145,000
80% Loan	\$116,000
20% Equity	\$29,000
Annual Debt Service	\$8,100
Operating Expenses	\$2,320
Taxes*	\$3,625
Investor Returns 8%	\$2,320
Annual Rent Needed	\$16,245
Monthly Rent	\$1,353

\*51.6mills (non-homestead)

### Tax Benefit of Incentive

Total Current Taxes: \$7,250  
50% Commercial Industrial Utility (CIU) Rate Abatement (53.32mills) = 26.67mills

Savings from ½ CIU Abatement: \$3,649.55 (\$304/mo)