



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, March 25, 2022 at 9:00 A.M.

LOCATION:

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

TABLE OF CONTENTS

March 25, 2022 Regular Meeting Agenda	3
February 25, 2022 Regular Meeting Minutes	6
Schedule of Disbursements for February 2022 for Public Housing	9
Schedule of Disbursements for February 2022 for HCV Program	12
Invoices for March 2022	14
Financial Reports for February 2022	18
March 21, 2022 Executive & Finance Committee Meeting Minutes	41
March 17, 2022 Governance & Compliance Committee Meeting Minutes	43
March 8, 2022 Communications & Outreach Committee Meeting Minutes	45
Executive Director’s Report for March 2022	47
Family Self-Sufficiency (FSS) Program Report for March 2022	51
Resident Council Report for March 2022	52
TCHC Policy Review Schedule	57
Memorandum on RAD Update	59
Memorandum on TCHC – BATA Transit Oriented Development Update	87
Memorandum on Family Self-Sufficiency Escrow Disbursement Request	103
Memorandum on Human Resource Partners Contract	104
Resolution on CFP Annual Plan of Five-Year Plan	108
March 1, 2022 E-Mail from Attorney Carl Coan	111
“Center of It All” Brochure on the BATA/TCHC Project	112



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

MEETING AGENDA

March 25, 2022



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

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TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, MARCH 25, 2022 AT 9:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: MARCH 23, 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 PUBLIC HEARING – CFP Annual Plan**
- III APPROVAL OF AGENDA**
- IV PUBLIC COMMENT**
- V 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 February 25, 2022 Regular Meeting Minutes: Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for February 2022 for Public Housing Program: Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for February 2022 for HCV (Section 8) Program: Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for March 2022: Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for February 2022: Approval Recommended.*

VI COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: March 21, 2022
- B. Governance & Compliance Committee Meeting: March 17, 2022
- C. Communications & Outreach Committee Meeting: March 8, 2022

VII STAFF & PROGRAM REPORTS

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

VIII OLD BUSINESS

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

IX NEW BUSINESS

- A. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required
- B. Memorandum on Human Resource Partners Contract: Action Requested
- C. Resolution on CFP Annual Plan of Five-Year Plan: Action Required

X CORRESPONDENCE

- A. March 1, 2022 E-Mail from Attorney Carl Coan
- B. "Center of It All" Brochure on the BATA/TCHC Project

XI PUBLIC COMMENT

XII COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: April 22, 2022 at 9:00 A.M.



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

CONSENT AGENDA

February 25, 2022 Regular Meeting Minutes

Schedule of Disbursements for February 2022 Public Housing Program

Schedule of Disbursements February 2022 HCV (Section 8) Program

Payment of Invoices for March 2022

Financial Statements for February 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
February 25, 2022

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 9:02 A.M.

I ROLL CALL

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, and Mitchell Treadwell.
Wayne Workman was excused.
Staff – Tony Lentych, Executive Director, and Angie Szabo, Property Manager.
Residents – None.
Guests/Public – Beth Balentine and Kaye LaFond.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Two members of the public introduced themselves and both expressed their interest in the Housing Commission.

IV CONSENT AGENDA

Commissioner Putman moved (Treadwell support) to accept the Consent Agenda as presented in the February 25, 2022 packet.

Roll Call

Putman	Yes
Treadwell	Yes
Friend	Yes
Lockwood	Yes

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

- A. Meeting Minutes of January 28, 2022 Regular Meeting.
- B. Schedule of Disbursements for January 2022 for the Public Housing Program.
- C. Schedule of Disbursements for January 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for February.
- E. Financial Statements for January 2022.

V COMMITTEE REPORTS

- A. The meeting minutes from the February 18, 2022 Executive & Finance Committee meeting was presented. Staff noted reported that he was able to get the salary information from the city and the county for salary comparison project.

- B. The meeting minutes from the February 17, 2022 Governance & Compliance Committee meeting was presented. The Committee will begin work on the HCV/Section 8 Administrative Plan.
- C. The meeting minutes from the February 3, 2022 Communication & Outreach Committee meeting was presented. It was the first meeting of the committee in over a year. A website refresh and marketing for the BATA – TCHC project was discussed.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director's February Report was presented. Staff was asked to provide an update on the Elk Rapids Housing Task Force and was also asked to provide an update on the County's ARPA committee.
- B. The February 2022 Family Self-Sufficiency Report was presented and accepted. One participant graduated last month and another person has signed up.
- C. The Resident Council Report for February 2022 in the packet was reviewed. They now have over \$6000.00 in their account which is their largest amount ever.

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 denial of our Waiver Request was over turned and the letter was attached. There will be a RAD Meeting on a Saturday so that families and friends can attend.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. The planning commission approved the "findings of fact" and is recommending the project to the Garfield Township Trustees. Due to some scheduling issues, the final PUD approval is now scheduled for March 22, 2022. Three new site drawings were shared with Commissioners.

VIII NEW BUSINESS

- A. Staff introduced a memorandum announcing a public hearing for TCHC's CFP Annual Plan. This did not require any action by the Commission.

IX CORRESPONDENCE

Three (3) items of correspondence were presented and accepted into the record: two recent articles (Record Eagle and the Ticker) on the BATA-TCHC deal and a Record-Eagle op-ed critical of the County's ARPA committee.

Staff also announced that the Cheboygan Housing Commission contacted TCHC about a possible contractual relationship – expect more information soon.

X PUBLIC COMMENT

None.

XI COMMISSIONER COMMENT

Commissioner Putman announced that he may miss some meetings due to an upcoming medical procedure.

XII ADJOURNMENT

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Heather Lockwood announced the next meeting on March 25, 2022 and closed the meeting at 9:55 A.M.

Respectfully submitted,

Tony Lentych, Executive Director and Recording Secretary

Heather Lockwood, President

Date: 03/22/2022
Time: 16:15:16

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2022 To: 02/28/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	DEP	U.S. Dept. of HUD		25,691.00	170,295.86
02/01/2022	DEP			2,762.84	173,058.70
02/01/2022	040692	Justin Sailors	100.62		172,958.08
02/01/2022	040693	David Gourlay	162.92		172,795.16
02/04/2022	DEP			29,996.34	202,791.50
02/07/2022	DEP			36,739.65	239,531.15
02/08/2022	EFT	Internal Revenue Service	2,955.55		236,575.60
02/08/2022	EFT	State of Michigan	495.01		236,080.59
02/08/2022	EFT	Optum Bank	163.83		235,916.76
02/08/2022	EFT	Principal Life Insurance Co.	912.76		235,004.00
02/08/2022	EFT	Alisa Korn	1,690.48		233,313.52
02/08/2022	EFT	Anthony Lentych	2,537.59		230,775.93
02/08/2022	EFT	Dennell Moss	1,099.74		229,676.19
02/08/2022	EFT	Angela N. Szabo	1,273.73		228,402.46
02/08/2022	EFT	David Gourlay	1,294.00		227,108.46
02/08/2022	EFT	Justin Sailors	1,325.66		225,782.80
02/08/2022	EFT	Henry Webb	704.89		225,077.91
02/09/2022	DEP			1,116.00	226,193.91
02/15/2022	DEP			5,231.77	231,425.68
02/18/2022	040694	Independent Bank	807.29		230,618.39
02/18/2022	040695	DTE ENERGY	4,397.45		226,220.94
02/18/2022	040696	Kuhn Rogers PLC	2,418.98		223,801.96
02/18/2022	040697	BATA	10,466.25		213,335.71
02/18/2022	040698	Speed Tech Equipment	389.65		212,946.06
02/18/2022	040699	Traverse City Housing Commission	3,169.00		209,777.06
02/18/2022	040700	Housing Authority Accounting...	1,161.61		208,615.45
02/18/2022	040701	Northwest Lock, Inc.	12.00		208,603.45
02/18/2022	040702	Engineered Protection Systems Inc	127.26		208,476.19
02/18/2022	040703	Byte Productions, LLC	30.00		208,446.19
02/18/2022	040704	Safety Net	125.00		208,321.19
02/18/2022	040705	City Of Traverse City	130.73		208,190.46
02/18/2022	040706	Grand Traverse County DPW	483.00		207,707.46
02/18/2022	040707	McCardel Water Conditioning	26.50		207,680.96
02/18/2022	040708	Integrated Payroll Services, Inc.	129.60		207,551.36
02/18/2022	040709	Great Lakes Business Systems, Inc.	169.93		207,381.43
02/18/2022	040710	City Of Traverse City	182.19		207,199.24
02/18/2022	040711	R.W. Popp Excavating, Inc.	476.00		206,723.24
02/18/2022	040712	Spectrum Business	369.96		206,353.28
02/18/2022	040713	Republic Services #239	1,265.69		205,087.59
02/18/2022	040714	Kendall Electric Inc	82.93		205,004.66

Date: 03/22/2022
Time: 16:15:16

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2022 To: 02/28/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
02/18/2022	040715	Elmer's	760.00		204,244.66
02/18/2022	040716	Vision Service Plan	52.42		204,192.24
02/18/2022	040717	Spectrum Business	4,077.86		200,114.38
02/18/2022	040718	Staples	86.82		200,027.56
02/18/2022	040719	AmRent	193.40		199,834.16
02/18/2022	040720	Granite Telecommunications	322.96		199,511.20
02/18/2022	040721	Sherwin Williams Co.	203.11		199,308.09
02/18/2022	040722	Ace Hardware	58.43		199,249.66
02/18/2022	040723	Home Depot Credit Services	624.64		198,625.02
02/18/2022	040724	SAM'S CLUB	388.97		198,236.05
02/18/2022	040725	City Of Traverse City	83.10		198,152.95
02/18/2022	040726	DTE ENERGY	142.90		198,010.05
02/18/2022	040727	ASTI	13,300.00		184,710.05
02/18/2022	040728	Anthony Lentych	1,200.00		183,510.05
02/22/2022	EFT	Internal Revenue Service	2,852.96		180,657.09
02/22/2022	EFT	State of Michigan	479.04		180,178.05
02/22/2022	EFT	Optum Bank	163.83		180,014.22
02/22/2022	EFT	Principal Life Insurance Co.	912.76		179,101.46
02/22/2022	EFT	Alisa Korn	1,690.48		177,410.98
02/22/2022	EFT	Anthony Lentych	2,537.58		174,873.40
02/22/2022	EFT	Dennell Moss	1,099.74		173,773.66
02/22/2022	EFT	Angela N. Szabo	1,273.74		172,499.92
02/22/2022	EFT	David Gourlay	1,273.03		171,226.89
02/22/2022	EFT	Justin Sailors	1,181.84		170,045.05
02/22/2022	EFT	Henry Webb	583.73		169,461.32
02/23/2022	DEP			4,517.00	173,978.32
02/28/2022	040729	DeWeese Hardware	566.95		173,411.37
02/28/2022	040730	Environmental Pest Control	290.00		173,121.37
02/28/2022	040731	Wolverine Power Systems	440.00		172,681.37
02/28/2022	040732	Aflac	131.34		172,550.03
02/28/2022	040733	Safety Net	896.00		171,654.03
02/28/2022	040734	D & W Mechanical	580.00		171,074.03
02/28/2022	040735	DTE ENERGY	196.20		170,877.83
02/28/2022	040736	Nan McKay & Associates Inc	478.00		170,399.83
02/28/2022	040737	Priority Health	2,422.45		167,977.38
02/28/2022	040738	City Of Traverse City	16,258.57		151,718.81
02/28/2022	040739	Kendall Electric Inc	474.95		151,243.86
02/28/2022	040740	United States Liability Insurance Co.	264.20		150,979.66
02/28/2022	040741	Allen Supply	21.75		150,957.91
02/28/2022	040742	Northwest Fire	47.50		150,910.41

Date: 03/22/2022
Time: 16:15:16

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 02/01/2022 To: 02/28/2022

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
02/28/2022	040743	Otis Elevator Company	3,019.50		147,890.91
02/28/2022	040744	Justin Sailors	146.36		147,744.55
Total:			102,914.91	106,054.60	

Date: 03/22/2022
Time: 16:13:27

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2022 To: 02/28/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	DEP	U.S. Dept. of HUD		92,215.00	250,140.15
02/01/2022	DEP	U.S. Dept. of HUD		9,062.00	259,202.15
02/01/2022	ADJST	PNC Bank	139.40		259,062.75
02/01/2022	000266	Jeana Aiken	724.00		258,338.75
02/01/2022	000266	Dustin Ansoerge	1,500.00		256,838.75
02/01/2022	000266	Ayers Investment Properties LLC	721.00		256,117.75
02/01/2022	000266	B & R RENTALS, LLC	658.00		255,459.75
02/01/2022	000266	Bay Front Apartments	398.00		255,061.75
02/01/2022	000266	Bay Hill Housing LDHALP	11,491.00		243,570.75
02/01/2022	000266	Bay Hill II	9,257.00		234,313.75
02/01/2022	000266	Elizabeth Beckett	297.00		234,016.75
02/01/2022	000266	Bellaire Senior Apartments	381.00		233,635.75
02/01/2022	000266	Brookside Commons LDHA, LP	3,577.00		230,058.75
02/01/2022	000266	Padrice Brown	539.00		229,519.75
02/01/2022	000266	Rebecca Carmien	254.00		229,265.75
02/01/2022	000266	Carson Square	7,565.00		221,700.75
02/01/2022	000266	Central Lake Townhouses	119.00		221,581.75
02/01/2022	000266	Cherrywood Village Farms, Inc.	3,614.00		217,967.75
02/01/2022	000266	Davis Investment Properties, LLC	875.00		217,092.75
02/01/2022	000266	Jack V. Dean	403.00		216,689.75
02/01/2022	000266	Five P Enterprises, LLC	507.00		216,182.75
02/01/2022	000266	Lisa Forbes	531.00		215,651.75
02/01/2022	000266	Frankfort Housing LDHA LP	1,179.00		214,472.75
02/01/2022	000266	Michael Glowacki	738.00		213,734.75
02/01/2022	000266	David Grzesiek	318.00		213,416.75
02/01/2022	000266	Habitat for Humanity	327.00		213,089.75
02/01/2022	000266	Harbour Ridge Apts	1,331.00		211,758.75
02/01/2022	000266	Joan Herman	561.00		211,197.75
02/01/2022	000266	Hillview Terrace	1,364.00		209,833.75
02/01/2022	000266	Josh Hollister	714.00		209,119.75
02/01/2022	000266	HomeStretch	5,293.00		203,826.75
02/01/2022	000266	Matthew Jones	694.00		203,132.75
02/01/2022	000266	Donna Kalchik	436.00		202,696.75
02/01/2022	000266	Carol Kingman	508.00		202,188.75
02/01/2022	000266	Lake Pointe Acquisitions LLC.	822.00		201,366.75
02/01/2022	000266	Sidney Lammers	398.00		200,968.75
02/01/2022	000266	Don E. Lint	582.00		200,386.75
02/01/2022	000266	Maret Sabourin	757.00		199,629.75
02/01/2022	000266	Sue Martin	780.00		198,849.75
02/01/2022	000266	Revokable Trust of Richard T &...	336.00		198,513.75

Date: 03/22/2022
Time: 16:13:27

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 02/01/2022 To: 02/28/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
02/01/2022	000266	Oak Park Apts	857.00		197,656.75
02/01/2022	000266	Oak Terrace Apts	735.00		196,921.75
02/01/2022	000266	Dawn M. Oh	779.00		196,142.75
02/01/2022	000266	Daniel G. Pohlman	352.00		195,790.75
02/01/2022	000266	Douglas L. Porter	542.00		195,248.75
02/01/2022	000266	Post Village Glen, LLC	9,027.00		186,221.75
02/01/2022	000266	Wayne E Purkiss Trust	824.00		185,397.75
02/01/2022	000266	Kevin Reabe	701.00		184,696.75
02/01/2022	000266	Timothy Rice	392.00		184,304.75
02/01/2022	000266	Sabin Pond Apartments LLC	103.00		184,201.75
02/01/2022	000266	Mike & Melissa Schichtel	591.00		183,610.75
02/01/2022	000266	Sherwin Rentals	615.00		182,995.75
02/01/2022	000266	SILVER SHORES MHC	2,770.00		180,225.75
02/01/2022	000266	Paul & Leona Steinorth Family Trust	426.00		179,799.75
02/01/2022	000266	Ryan Storey	370.00		179,429.75
02/01/2022	000266	22955 Investments LLC	2,076.00		177,353.75
02/01/2022	000266	TCR Investments, LLC	594.00		176,759.75
02/01/2022	000266	Wendy Teagan	436.00		176,323.75
02/01/2022	000266	Village View Housing LHDA LP	1,172.00		175,151.75
02/01/2022	000266	Village Woods	697.00		174,454.75
02/01/2022	000266	Wagner Asset Group at Ninth...	476.00		173,978.75
02/01/2022	000266	Kevin Warren	130.00		173,848.75
02/01/2022	000266	Paul Wheelock	365.00		173,483.75
02/01/2022	000266	Woodmere Ridge Apartments...	4,915.00		168,568.75
02/01/2022	000266	Wyatt Road Apartment Company	1,156.00		167,412.75
02/01/2022	000266	Theodore V. Zachman	1,135.00		166,277.75
02/01/2022	000266	Ann Zenner	710.00		165,567.75
02/01/2022	000266	Barb Zupin	486.00		165,081.75
02/01/2022	023367	Village Apartments LP	380.00		164,701.75
02/09/2022	DEP			100.00	164,801.75
02/18/2022	023368	Cherryland Electric Cooperative	24.00		164,777.75
02/18/2022	023369	City Of Traverse City	136.10		164,641.65
02/18/2022	023370	Consumers Energy	182.00		164,459.65
02/18/2022	023371	DTE ENERGY	216.90		164,242.75
02/18/2022	023372	Traverse City Housing Commission	3,558.00		160,684.75
02/28/2022	023373	Traverse City Housing Commission	372.50		160,312.25
Total:			98,989.90	101,377.00	

Date: 03/22/2022
Time: 16:15:54

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2022 To: 03/22/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	040745	U.S. Dept. of HUD		25,937.00	173,681.55
03/04/2022	DEP			32,062.51	205,744.06
03/08/2022	DEP			10,553.00	216,297.06
03/08/2022	EFT	Internal Revenue Service	3,189.99		213,107.07
03/08/2022	EFT	State of Michigan	504.15		212,602.92
03/08/2022	EFT	Optum Bank	163.83		212,439.09
03/08/2022	EFT	Principal Life Insurance Co.	967.42		211,471.67
03/08/2022	EFT	Alisa Korn	1,690.48		209,781.19
03/08/2022	EFT	Anthony Lentych	2,537.58		207,243.61
03/08/2022	EFT	Dennell Moss	177.69		207,065.92
03/08/2022	EFT	Dennell Moss	297.95		206,767.97
03/08/2022	EFT	Angela N. Szabo	1,273.72		205,494.25
03/08/2022	EFT	David Gourlay	1,126.19		204,368.06
03/08/2022	EFT	Justin Sailors	755.48		203,612.58
03/08/2022	EFT	Justin Sailors	1,801.93		201,810.65
03/08/2022	EFT	Henry Webb	462.58		201,348.07
03/10/2022	DEP			504.00	201,852.07
03/14/2022	040745	Aflac	131.34		201,720.73
03/14/2022	040746	Safety Net	151.50		201,569.23
03/14/2022	040747	Environmental Pest Control	290.00		201,279.23
03/14/2022	040748	AmRent	65.10		201,214.13
03/14/2022	040749	Spectrum Business	4,647.96		196,566.17
03/14/2022	040750	Granite Telecommunications	316.37		196,249.80
03/14/2022	040751	City Of Traverse City	96.89		196,152.91
03/14/2022	040752	Republic Services #239	1,448.41		194,704.50
03/14/2022	040753	Staples	104.73		194,599.77
03/14/2022	040754	Spectrum Business	189.98		194,409.79
03/14/2022	040755	City Of Traverse City	169.82		194,239.97
03/14/2022	040756	Elmer's	475.00		193,764.97
03/14/2022	040757	Kuhn Rogers PLC	305.74		193,459.23
03/14/2022	040758	Great Lakes Business Systems, Inc.	442.59		193,016.64
03/14/2022	040759	Integrated Payroll Services, Inc.	69.20		192,947.44
03/14/2022	040760	Grand Traverse County DPW	483.00		192,464.44
03/14/2022	040761	D & W Mechanical	306.50		192,157.94
03/14/2022	040762	Housing Authority Accounting...	1,431.61		190,726.33
03/14/2022	040763	Engineered Protection Systems Inc	208.80		190,517.53
03/14/2022	040764	Byte Productions, LLC	30.00		190,487.53
03/14/2022	040765	Verizon Wireless	42.54		190,444.99
03/14/2022	040766	David Gourlay	243.60		190,201.39
03/14/2022	040767	All American Investment Group, LLC	9,486.76		14 180,714.63

Date: 03/22/2022
Time: 16:15:54

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2022 To: 03/22/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
03/14/2022	040768	Hydro Clean of Michigan	18,980.00		161,734.63
03/14/2022	040769	Home Depot Credit Services	214.54		161,520.09
03/14/2022	040770	The Home Depot Pro Multifamily	548.51		160,971.58
03/14/2022	040771	DeWeese Hardware	566.95		160,404.63
03/14/2022	040772	Ace Hardware	94.65		160,309.98
03/14/2022	040773	DTE ENERGY	5,209.30		155,100.68
03/14/2022	040774	Cardmember Service	966.61		154,134.07
03/14/2022	040775	Kendall Electric Inc	853.64		153,280.43
03/14/2022	040776	City Of Traverse City	70.40		153,210.03
03/14/2022	040777	DTE ENERGY	112.60		153,097.43
03/14/2022	040778	SAM'S CLUB	279.14		152,818.29
03/14/2022	040779	D & W Mechanical	419.55		152,398.74
03/15/2022	040780	BATA	10,000.00		142,398.74
Total:			74,402.32	69,056.51	

Date: 03/22/2022
Time: 16:11:42

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2022 To: 03/22/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	ADJST	PNC Bank	150.75		160,161.50
03/01/2022	DEP	U.S. Dept. of HUD		9,062.00	169,223.50
03/01/2022	DEP	U.S. Dept. of HUD		95,210.00	264,433.50
03/01/2022	000267	Jeana Aiken	724.00		263,709.50
03/01/2022	000267	Dustin Ansoerge	1,454.00		262,255.50
03/01/2022	000267	Ayers Investment Properties LLC	721.00		261,534.50
03/01/2022	000267	B & R RENTALS, LLC	658.00		260,876.50
03/01/2022	000267	Bay Front Apartments	398.00		260,478.50
03/01/2022	000267	Bay Hill Housing LDHALP	11,144.00		249,334.50
03/01/2022	000267	Bay Hill II	9,266.00		240,068.50
03/01/2022	000267	Elizabeth Beckett	297.00		239,771.50
03/01/2022	000267	Bellaire Senior Apartments	381.00		239,390.50
03/01/2022	000267	Brookside Commons LDHA, LP	3,577.00		235,813.50
03/01/2022	000267	Padrice Brown	839.00		234,974.50
03/01/2022	000267	Rebecca Carmien	254.00		234,720.50
03/01/2022	000267	Carson Square	6,540.00		228,180.50
03/01/2022	000267	Central Lake Townhouses	119.00		228,061.50
03/01/2022	000267	Cherrywood Village Farms, Inc.	3,614.00		224,447.50
03/01/2022	000267	Davis Investment Properties, LLC	875.00		223,572.50
03/01/2022	000267	Jack V. Dean	403.00		223,169.50
03/01/2022	000267	Five P Enterprises, LLC	507.00		222,662.50
03/01/2022	000267	Lisa Forbes	531.00		222,131.50
03/01/2022	000267	Frankfort Housing LDHA LP	1,179.00		220,952.50
03/01/2022	000267	Michael Glowacki	322.00		220,630.50
03/01/2022	000267	David Grzesiek	318.00		220,312.50
03/01/2022	000267	Habitat for Humanity	327.00		219,985.50
03/01/2022	000267	Harbour Ridge Apts	1,331.00		218,654.50
03/01/2022	000267	Joan Herman	561.00		218,093.50
03/01/2022	000267	Hillview Terrace	1,042.00		217,051.50
03/01/2022	000267	Josh Hollister	714.00		216,337.50
03/01/2022	000267	HomeStretch	4,660.00		211,677.50
03/01/2022	000267	Matthew Jones	694.00		210,983.50
03/01/2022	000267	Donna Kalchik	436.00		210,547.50
03/01/2022	000267	Carol Kingman	290.00		210,257.50
03/01/2022	000267	Lake Pointe Acquisitions LLC.	822.00		209,435.50
03/01/2022	000267	Sidney Lammers	398.00		209,037.50
03/01/2022	000267	Don E. Lint	582.00		208,455.50
03/01/2022	000267	Maret Sabourin	757.00		207,698.50
03/01/2022	000267	Sue Martin	780.00		206,918.50
03/01/2022	000267	Revokable Trust of Richard T &...	348.00		16 206,570.50

Date: 03/22/2022
Time: 16:11:42

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2022 To: 03/22/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2022	000267	Oak Park Apts	857.00		205,713.50
03/01/2022	000267	Oak Terrace Apts	735.00		204,978.50
03/01/2022	000267	Dawn M. Oh	729.00		204,249.50
03/01/2022	000267	Daniel G. Pohlman	352.00		203,897.50
03/01/2022	000267	Douglas L. Porter	542.00		203,355.50
03/01/2022	000267	Post Village Glen, LLC	8,870.00		194,485.50
03/01/2022	000267	Wayne E Purkiss Trust	824.00		193,661.50
03/01/2022	000267	Kevin Reabe	701.00		192,960.50
03/01/2022	000267	Timothy Rice	392.00		192,568.50
03/01/2022	000267	Sabin Pond Apartments LLC	103.00		192,465.50
03/01/2022	000267	Mike & Melissa Schichtel	591.00		191,874.50
03/01/2022	000267	Sherwin Rentals	615.00		191,259.50
03/01/2022	000267	SILVER SHORES MHC	2,926.00		188,333.50
03/01/2022	000267	Paul & Leona Steinorth Family Trust	852.00		187,481.50
03/01/2022	000267	Ryan Storey	370.00		187,111.50
03/01/2022	000267	22955 Investments LLC	2,076.00		185,035.50
03/01/2022	000267	TCR Investments, LLC	798.00		184,237.50
03/01/2022	000267	Wendy Teagan	436.00		183,801.50
03/01/2022	000267	Village View Housing LHDA LP	929.00		182,872.50
03/01/2022	000267	Village Woods	655.00		182,217.50
03/01/2022	000267	Wagner Asset Group at Ninth...	476.00		181,741.50
03/01/2022	000267	Kevin Warren	130.00		181,611.50
03/01/2022	000267	Paul Wheelock	365.00		181,246.50
03/01/2022	000267	Woodmere Ridge Apartments...	4,915.00		176,331.50
03/01/2022	000267	Wyatt Road Apartment Company	1,156.00		175,175.50
03/01/2022	000267	Theodore V. Zachman	1,135.00		174,040.50
03/01/2022	000267	Ann Zenner	710.00		173,330.50
03/01/2022	000267	Barb Zupin	486.00		172,844.50
03/01/2022	023374	Village Apartments LP	380.00		172,464.50
03/08/2022	DEP			100.00	172,564.50
03/14/2022	023375	Cherryland Electric Cooperative	30.00		172,534.50
03/14/2022	023376	City Of Traverse City	214.90		172,319.60
03/14/2022	023377	Consumers Energy	165.00		172,154.60
03/14/2022	023378	DTE ENERGY	298.10		171,856.50
03/14/2022	023379	Traverse City Housing Commission	2,186.00		169,670.50
Total:			95,013.75	104,372.00	

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of February 28, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 164,750.61
1111.9 - Cash-Short Term Investments	227,755.55
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,908.96
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

Total Cash	\$ 419,695.73
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Receivables

1122 - Tenants	\$ 8,249.19
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	10,088.75
1130 - Accounts Receivable-TAHDC	1,177.27

Total Receivables	\$ 147,986.84
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Investments

Total Investments	\$ 0.00
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Deferred Charges

1211 - Prepaid Insurance	\$ 12,218.19
1290 - Other Deferred Charges	42.41

Total Deferred Charges	\$ 12,260.60
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TOTAL CURRENT ASSETS	\$ 579,943.17
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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	\$ 305,338.51
1400.5 - Accumulated Depreciation	(7,613,234.14)
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	\$ 1,751,781.10
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TOTAL NON-CURRENT ASSETS	\$ 1,826,781.10
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TOTAL ASSETS	\$ 2,406,724.27
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**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of February 28, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 11,918.04
2114 - Tenant Security Deposits	33,771.00
2117.3 - State Income Tax Withheld	974.09
2117.7 - AFLAC Withheld	(79.06)
Total Accounts Payable	\$ 46,584.07

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	43,128.97
Total Accrued Liabilities	\$ 401,461.95

Deferred Credits

2690 - Undistributed Deposits After Cutoff	\$ 390.00
Total Deferred Credits	\$ 390.00

Total Current Liabilities \$ 448,436.02

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$ 227,481.23
2316 - Notes Payable LT-EPC	(335.34)
2435.1 - Compensated Absences-Long Term	4,751.72
Total Noncurrent Liabilities	\$ 231,897.61

TOTAL LIABILITIES \$ 680,333.63

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	(81,646.64)
Income and Expense Clearing-2020 CFP	35,035.76
Total Net Assets	\$ 439,678.00

TOTAL EQUITY \$ 1,726,390.64

TOTAL LIABILITIES/EQUITY \$ 2,406,724.27

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022

	1 Month Ended		8 Months Ended			
	<u>February 28, 2022</u>		<u>February 28, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	32,320.00	\$	255,840.00	\$ 450,000	\$ 194,160.00
3110.2 - Dwelling Rental-Proj. 2		7,529.00		57,677.00	0	(57,677.00)
3120 - Excess Utilities		119.00		833.15	0	(833.15)
3190 - Nondwelling Rental		7,774.74		57,824.46	85,000	27,175.54
Total Rental Income	\$	47,742.74	\$	372,174.61	\$ 535,000	\$ 162,825.39
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	25,691.00	\$	229,828.00	\$ 300,000	\$ 70,172.00
Total HUD PHA GRANTS	\$	25,691.00	\$	229,828.00	\$ 300,000	\$ 70,172.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	6.06	\$	85.37	\$ 2,500	\$ 2,414.63
3690 - Tenant Income		60.00		5,117.97	5,000	(117.97)
3690.1 - Non-Tenant Income		4,049.77		33,452.28	50,000	16,547.72
3690.2 - Tenant Income-Cable		2,625.00		17,285.00	40,000	22,715.00
3692 - Management Fee		2,100.00		16,800.00	70,000	53,200.00
3692.1 - Maintenance Contracts		2,000.00		16,000.00	0	(16,000.00)
Total Nonrental Income	\$	10,840.83	\$	88,740.62	\$ 167,500	\$ 78,759.38
Total Operating Income	\$	84,274.57	\$	690,743.23	\$ 1,002,500	\$ 311,756.77
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	10,178.84	\$	84,580.90	\$ 140,680	\$ 56,099.10
4130 - Legal Expense		379.48		2,129.22	30,000	27,870.78
4140 - Staff Training		0.00		495.50	4,050	3,554.50
4150 - Travel Expense		294.08		4,083.94	4,700	616.06
4170 - Accounting Fees		477.36		4,601.68	8,500	3,898.32
4171 - Auditing		0.00		3,050.00	4,000	950.00
4182 - Employee Benefits - Admin		2,315.04		21,235.47	27,300	6,064.53
4185 - Telephone		485.04		3,261.53	7,500	4,238.47
4190.1 - Publications		239.00		717.00	800	83.00
4190.2 - Membership Dues and Fees		0.00		150.00	1,000	850.00
4190.3 - Admin. Service Contracts		230.67		11,190.57	21,770	10,579.43
4190.4 - Office Supplies		60.77		5,196.51	4,200	(996.51)
4190.5 - Other Sundry Expense		744.20		18,519.39	11,900	(6,619.39)
4190.6 - Advertising		0.00		887.25	1,500	612.75
Total Administration	\$	15,404.48	\$	160,098.96	\$ 267,900	\$ 107,801.04
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	212.18	\$	6,778.64	\$ 9,500	\$ 2,721.36
4230 - Cable TV-Tenants		4,077.86		31,616.04	42,000	10,383.96
Total Tenant Services	\$	4,290.04	\$	38,394.68	\$ 51,500	\$ 13,105.32

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022

	1 Month Ended	8 Months Ended		
	<u>February 28, 2022</u>	<u>February 28, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 1,863.00	\$ 26,661.34	\$ 19,000	\$ (7,661.34)
4320 - Electricity	15,060.76	81,382.89	135,000	53,617.11
4330 - Gas	4,593.65	12,368.64	20,000	7,631.36
Total Utilities	<u>\$ 21,517.41</u>	<u>\$ 120,412.87</u>	<u>\$ 174,000</u>	<u>\$ 53,587.13</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 9,200.30	\$ 101,365.92	\$ 166,720	\$ 65,354.08
4420 - Materials	2,221.55	29,655.48	42,000	12,344.52
4430 - Contract Costs	0.00	0.00	51,000	51,000.00
4430.02 - Heating & Cooling Contracts	0.00	4,178.15	6,000	1,821.85
4430.03 - Snow Removal Contracts	1,236.00	1,901.00	5,000	3,099.00
4430.04 - Elevator Maintenance Contracts	3,019.50	11,134.29	9,500	(1,634.29)
4430.05 - Landscape & Grounds Contracts	0.00	7,968.50	10,000	2,031.50
4430.06 - Unit Turnaround Contracts	0.00	13,530.00	18,000	4,470.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	580.00	2,726.90	2,500	(226.90)
4430.09 - Extermination Contracts	290.00	2,640.00	3,000	360.00
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	127.26	6,210.04	15,000	8,789.96
4430.12 - Misc. Contracts	877.15	3,775.22	15,000	11,224.78
4431 - Garbage Removal	1,265.69	11,295.68	8,000	(3,295.68)
4433 - Employee Benefits - Maint.	2,223.42	40,642.73	44,050	3,407.27
4470 - Elk Rapids Expenses	(593.13)	(387.78)	0	387.78
4471 - East Bay Flats Expenses	0.00	(925.08)	0	925.08
Total Ordinary Maint. & Oper	<u>\$ 20,447.74</u>	<u>\$ 235,711.05</u>	<u>\$ 397,770</u>	<u>\$ 162,058.95</u>
General Expense				
4510 - Insurance	\$ 2,950.26	\$ 25,052.97	\$ 30,500	\$ 5,447.03
4520 - Payment in Lieu of Taxes	2,083.34	16,666.72	25,000	8,333.28
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
Total General Expense	<u>\$ 5,033.60</u>	<u>\$ 43,240.52</u>	<u>\$ 132,500</u>	<u>\$ 89,259.48</u>
Total Routine Expense	<u>\$ 66,693.27</u>	<u>\$ 597,858.08</u>	<u>\$ 1,023,670</u>	<u>\$ 425,811.92</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 1,014.47	\$ 10,000	\$ 8,985.53
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 1,014.47</u>	<u>\$ 10,000</u>	<u>\$ 8,985.53</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 1,014.47</u>	<u>\$ 10,000</u>	<u>\$ 8,985.53</u>
Total Operating Expenses	<u>\$ 66,693.27</u>	<u>\$ 598,872.55</u>	<u>\$ 1,033,670</u>	<u>\$ 434,797.45</u>
Operating Income (Loss)	<u>\$ 17,581.30</u>	<u>\$ 91,870.68</u>	<u>\$ (31,170)</u>	<u>\$ (123,040.68)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 14,434.51	\$ 115,381.55	\$ 0	\$ (115,381.55)
Total Depreciation Expense	<u>\$ 14,434.51</u>	<u>\$ 115,381.55</u>	<u>\$ 0</u>	<u>\$ (115,381.55)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022

	1 Month Ended		8 Months Ended			
	<u>February 28, 2022</u>		<u>February 28, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$ 0.00	\$	0.00	\$	0	\$ 0.00
RAD Expense						
7020 - RAD Expenses	\$ 807.29	\$	58,135.77	\$	0	\$ (58,135.77)
Total RAD Expense	\$ 807.29	\$	58,135.77	\$	0	\$ (58,135.77)
Capital Expenditures						
7520 - Replacement of Equipment	\$ 0.00	\$	2,899.00	\$	0	\$ (2,899.00)
7540 - Betterments and Additions	0.00		4,888.75		40,000	35,111.25
7590 - Operating Expenditures-Contra	0.00		(7,787.75)		0	7,787.75
Total Capital Expenditures	\$ 0.00	\$	0.00	\$	40,000	\$ 40,000.00
Other Financial Items						
8010 - Operating Transfers In	\$ 0.00	\$	0.00	\$	155,000	\$ 155,000.00
Total Other Financial Items	\$ 0.00	\$	0.00	\$	155,000	\$ 155,000.00
 HUD Net Income (Loss)	 \$ 16,774.01	 \$	25,947.16	 \$	83,830	 \$ 57,882.84
GAAP Net Income (Loss)	<u>\$ 2,339.50</u>	<u>\$</u>	<u>(81,646.64)</u>	<u>\$</u>	<u>(226,170)</u>	<u>\$ (144,523.36)</u>

**Traverse City Housing Commission
Low Rent Public Housing
CARES Act Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	1 Month Ended	8 Months Ended
	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
Routine Expense		
Administration		
Total Administration	\$ 0.00	\$ 0.00
Tenant Services		
Total Tenant Services	\$ 0.00	\$ 0.00
Utilities		
Total Utilities	\$ 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
Other Financial Items		
Total Other Financial Items	\$ 0.00	\$ 0.00

**Traverse City Housing Commission
2017 Capital Fund
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

501-17 P&L	1 Month Ended	8 Months Ended
1020	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
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
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<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 8 Months Ended February 28, 2022**

501-18 P&L	1 Month Ended	8 Months Ended
1021	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
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
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<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 8 Months Ended February 28, 2022**

501-19 P&L	1 Month Ended	8 Months Ended
1022	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
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
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<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 8 Months Ended February 28, 2022

501-20 P&L	1 Month Ended	8 Months Ended
1023	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Grant Revenue-Hard Costs	4,379.47	35,035.76
Total HUD PHA GRANTS	<u>4,379.47</u>	<u>35,035.76</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>4,379.47</u>	<u>35,035.76</u>
Operating Expenses		
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
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Surplus Credits and Charges		
Other Financial Items		
Total Other Financial Items	0.00	0.00
Net Income/(Loss)	<u>4,379.47</u>	<u>35,035.76</u>

Traverse City Housing Commission

Capital Fund 501-17

Program ID:

MI33-P080-50117
1520****

	1 Month Ended	8 Months Ended		
	February 28, 2022	February 28, 2022	BUDGET	OVER/UNDER
Administration				
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)
Total Administration	0.00	18,679.36	0.00	(18,679.36)
A & E				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
Total A & E Fees	0.00	821.91	0.00	(821.91)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
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
Total Dwelling Structures	0.00	7,937.28	84,905.00	76,967.72
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 79,992.19</u>	<u>\$ 137,459.00</u>	<u>\$ 57,466.81</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>79,992.19</u>	<u>137,459.00</u>	<u>57,466.81</u>
Over/(Under) Funding	<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	8 Months Ended		
	February 28, 2022	February 28, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
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)
Total Site Improvements	0.00	37,053.28	19,120.00	(17,933.28)
Dwelling Structures				
1460.59 - Siding & Windows-OV	0.00	0.00	43,155.00	43,155.00
Total Dwelling Structures	0.00	0.00	43,155.00	43,155.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Total Nondwelling Equipment	0.00	0.00	14,570.00	14,570.00
Other				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
Total Other	0.00	52,553.64	52,554.00	0.36
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 89,606.92</u>	<u>\$ 129,399.00</u>	<u>\$ 39,792.08</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>89,606.92</u>	<u>137,459.00</u>	<u>47,852.08</u>
Over/(Under) Funding	<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	8 Months Ended		
	February 28, 2022	February 28, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
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)
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 52,553.64</u>	<u>\$ 0.00</u>	<u>\$ (52,553.64)</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>52,553.64</u>	<u>0.00</u>	<u>(52,553.64)</u>
Over/(Under) Funding	<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****

	1 Month Ended	8 Months Ended		
	February 28, 2022	February 28, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
1501 - Debt Service Payment	4,379.47	35,035.76	0.00	(35,035.76)
Total Other	4,379.47	35,035.76	0.00	(35,035.76)
Total Capital Funds Expended	<u>\$ 4,379.47</u>	<u>\$ 35,035.76</u>	<u>\$ 0.00</u>	<u>\$ (35,035.76)</u>
1600 - Capital Funds Advanced	<u>4,379.47</u>	<u>35,035.76</u>	<u>0.00</u>	<u>(35,035.76)</u>
Over/(Under) Funding	<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	8 Months Ended		
1601****	February 28, 2022	February 28, 2022	BUDGET	OVER/UNDER
Administration				
Total Administration	0.00	0.00	0.00	0.00
A & E				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
Total A & E Fees	0.00	19,561.06	19,561.00	(0.06)
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
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)
Total Dwelling Structures	0.00	577,637.00	605,825.00	28,188.00
Dwelling Equipment				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
Total Dwelling Equipment	0.00	33,497.43	0.00	(33,497.43)
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0.00	0.00
Other				
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)
Total Other	0.00	8,477.83	36,089.00	27,611.17
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
1600 - Capital Funds Advanced	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
Over/(Under) Funding	<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 February 28, 2022**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 227,452.37
1111.6 - FSS Escrow Savings	<u>97,595.83</u>

Total Cash	\$ 325,048.20
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Receivables

Total Receivables	\$ 0.00
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Investments

Total Investments	\$ 0.00
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Deferred Charges

1290 - Other Deferred Charges	\$ (4.00)
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Total Deferred Charges	\$ (4.00)
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TOTAL CURRENT ASSETS	\$ 325,044.20
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Fixed Assets

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

Total Fixed Assets	\$ 224.67
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TOTAL ASSETS	<u>\$ 325,268.87</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of February 28, 2022**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 2,168.24
2119.21 - Interfund Due To Low Rent	<u>10,088.75</u>

Total Accounts Payable \$ 12,256.99

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>91,659.05</u>

Total Accrued Liabilities \$ 97,508.92

Deferred Credits

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

Total Current Liabilities \$ 110,071.91

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 \$ 111,777.90

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	(8,135.76)
Income and Expense Clearing - FSS	<u>349.75</u>

TOTAL NET ASSETS \$ 213,490.97

TOTAL LIABILITIES/NET ASSETS \$ 325,268.87

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	1 Month Ended	8 Months Ended		
	<u>February 28, 2022</u>	<u>February 28, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 446.12	\$ 0	\$ (446.12)
3603 - Number of Unit Months	(160.00)	(1,261.00)	0	1,261.00
3604 - Unit Months - Contra	160.00	1,261.00	0	(1,261.00)
Total Operating Reserve Income	\$ 50.00	\$ 446.12	\$ 0	\$ (446.12)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 92,215.00	\$ 746,166.00	\$ 1,250,000	\$ 503,834.00
3411 - Admin Fee Funding	9,062.00	65,590.00	71,000	5,410.00
Total HUD PHA GRANTS	\$ 101,277.00	\$ 811,756.00	\$ 1,321,000	\$ 509,244.00
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 101,327.00	\$ 812,202.12	\$ 1,321,000	\$ 508,797.88
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,083.12	\$ 33,608.82	\$ 47,500	\$ 13,891.18
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	184.50	2,200	2,015.50
4150 - Travel Expense	15.20	635.04	2,800	2,164.96
4170 - Accounting Fees	684.25	5,709.00	10,500	4,791.00
4171 - Auditing	0.00	3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	1,053.50	11,213.08	10,600	(613.08)
4185 - Telephone	207.88	1,239.22	3,200	1,960.78
4190.1 - Publications	239.00	956.00	500	(456.00)
4190.2 - Membership Dues and Fees	0.00	0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts	98.86	5,467.24	9,330	3,862.76
4190.4 - Office Supplies	26.05	634.69	2,200	1,565.31
4190.5 - Other Sundry Expense	445.70	4,514.40	5,100	585.60
Total Administration	\$ 6,853.56	\$ 67,211.99	\$ 101,430	\$ 34,218.01
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 6,853.56	\$ 67,211.99	\$ 101,430	\$ 34,218.01

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	<u>1 Month Ended February 28, 2022</u>	<u>8 Months Ended February 28, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 91,540.00	\$ 702,499.00	\$ 1,150,000	\$ 447,501.00
4715.3 - HAP - Non-Elderly Disabled	986.00	12,172.00	0	(12,172.00)
4715.4 - HAP - Utility Allowances	535.00	2,344.00	0	(2,344.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(446.11)	0	446.11
4715.6 - HAP - Homeownership	1,433.00	11,438.00	0	(11,438.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	3,558.00	25,071.00	0	(25,071.00)
Total HAP Payments	\$ 98,002.00	\$ 753,125.89	\$ 1,150,000	\$ 396,874.11
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 104,855.56	\$ 820,337.88	\$ 1,251,430	\$ 431,092.12
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (3,528.56)</u>	<u>\$ (8,135.76)</u>	<u>\$ 69,570</u>	<u>\$ 77,705.76</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 2,208.44</u>	<u>\$ (1,621.99)</u>	<u>\$ (30,430)</u>	<u>\$ (28,808.01)</u>
<u>Analysis of Funding</u>		<u>8 Months Ended February 28, 2022</u>		
A.C. Received: February 28, 2022				
3410 - HAP Funding		\$ 746,166.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		702,499.00		
4715.3 - HAP - Non-Elderly Disabled		12,172.00		
4715.4 - HAP - Utility Allowances		2,344.00		
4715.5 - HAP - Fraud Recovery		(446.11)		
4715.6 - HAP - Homeownership		11,438.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		25,071.00		
Total Funding Required		\$ 753,125.89		
Over/(Under) Funding		<u>\$ (6,959.89)</u>		
RNP as of: February 28, 2022		\$ (3,660.76)		
UNP as of: February 28, 2022		\$ 217,151.45		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	1 Month Ended		8 Months Ended			
	<u>February 28, 2022</u>	<u>February 28, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>		
Operating Reserve Income						
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$ 0.00	\$ 35,073.34	\$ 0	\$ (35,073.34)		
Total HUD PHA GRANTS	\$ 0.00	\$ 35,073.34	\$ 0	\$ (35,073.34)		
Income Offset HUD A.C.						
Total Income Offset	0.00	0.00	0.00	0.00		
Total Operating Income	\$ 0.00	\$ 35,073.34	\$ 0	\$ (35,073.34)		
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 3,109.84	\$ 26,241.64	\$ 47,200	\$ 20,958.36		
4182 - Employee Benefits - Admin	264.75	8,481.95	11,980	3,498.05		
Total Administration	\$ 3,374.59	\$ 34,723.59	\$ 59,180	\$ 24,456.41		
General Expense						
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Total Routine Expense	\$ 3,374.59	\$ 34,723.59	\$ 59,180	\$ 24,456.41		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	<u>1 Month Ended February 28, 2022</u>	<u>8 Months Ended February 28, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 3,374.59	\$ 34,723.59	\$ 59,180	\$ 24,456.41
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ (3,374.59)</u>	<u>\$ 349.75</u>	<u>\$ (59,180)</u>	<u>\$ (59,529.75)</u>

**Traverse City Housing Commission
Housing Choice Vouchers
CARES Act Income & Expense Statement
For the 1 Month and 8 Months Ended February 28, 2022**

	1 Month Ended	8 Months Ended
	<u>February 28, 2022</u>	<u>February 28, 2022</u>
Operating Income		
Revenues - HUD PHA Grants		
Total HUD PHA Grants	\$ 0.00	\$ 0.00
Total Operating Income	\$ 0.00	\$ 0.00
Operating Expenses		
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: March 21, 2022

Governance & Compliance Committee Meeting: March 17, 2022

Communications & Outreach Committee Meeting: March 8, 2022

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
March 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 4:11 P.M.

ROLL CALL

The following were present:

Commissioners – Heather Lockwood, President, and Wayne Workman, Vice President.

Staff – Tony Lentych, Executive Director.

CORRESPONDENCE

Correspondence from attorney Brad Wierda was reviewed.

AGENDA

The following Agenda items were discussed:

- A. The minutes of the February 18, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. Real Estate Updates: Staff provided updates of real estate projects including the rehab of Riverview Terrace (HUD), the 8th Street project and the BATA project. The rehab of Riverview is now expected to begin in June. Our financial package was approved by the MSHDA Board on March 17. All parties are in agreement that the closing for the project is on track for the last May / early June target date. Garfield Township Trustees will be voting on our PUD Submission on March 22 – we expect a favorable vote but we have done as much as we could to satisfy all of the conditions that were raised by Planning Staff. We are finalizing our April 1 tax credit application for Parkview Senior Apartments.
- C. Human Resources: Staff shared a proposal for HR consultant Kate Greene of Human Resource Partners (HRP) to conduct a review of the Executive Director. After discussion, it was determined that this was ready to be submitted to the Commission for review and acceptance. There was also a lengthy discussion about the structure of the office going forward once the RAD conversion occurs and KMG's role in that structure.
- D. Staff reported that there is no update on the Frankfort Housing Commission's project with Socks Construction.
- E. COVID-19: Staff reported that many of the building restrictions have been lifted but everyone remains cautiously optimistic that we will not have another building lockdown anytime soon.
- F. Staff reported that the Cheboygan Housing Commission has voted to enter into a 'management contract' with TCHC. After a review of the conditions, it was determined that more information

is needed before this can be voted on by the Commission. Staff was also instructed to determine if there is staff capacity for such a contract prior to any future vote.

G. MEETING AGENDA: The meeting will be held at the Governmental Center and there will be a Public Hearing for our Annual Plan.

H. GENERAL COMMENTS: Wayne Workman noted that he will be unavailable for the next Board Meeting.

ADJOURNMENT

President Lockwood adjourned the meeting at 5:25 P.M.

Respectfully submitted,

Heather Lockwood, President &
Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
March 17, 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 10:08 A.M.

I ROLL CALL

The following were present:

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

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Tom Carr and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the February 17, 2022 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.

Committee Member Ellen Corcoran moved (Friend 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. Staff noted what has changed on the document.
- B. Staff updated the committee that the DDA has agreed to meet with residents in building to review the Lower Boardman River Plan. Those dates will be announced in the newsletter. The RTRC will respond to the DDA, in writing, immediately after the presentation and discussion. The residents are requesting a 4:00 P.M. or later.
- C. Staff provided a brief update on the progress of the Great Lakes Capital project next door and the efforts to close the escrow account for the shared fire lane project. There was a discussion on the property line.
- D. HUD provided a draft RCC to TCHC before the first of the month and that cleared the path to getting our financing package on the MSHDA Board of Directors docket. Today, MSHDA was voting on the RAD financing package. If approved, the closing date will be about 60 days after that approval. This means construction could start as early as late June.

V. OLD BUSINESS

- A. COVID-19 has seemingly calmed down in the region and the building is responding accordingly.

B. Record Retention Policy: not completed.

VI NEW BUSINESS

A. HCV Administrative Plan: Staff shared a memorandum that reviewed many of the changes that need to be made to the plan. Many of the changes are federally required updates and several are clarifications of new policies that were implemented under the pandemic like the accepted use of e-mail in some cases, etc. Full reviews will begin next month. A new Chapter 18 was also distributed for review.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Commissioner Jim Friend moved (Corcoran support) to adjourn the meeting. The motion was approved and the meeting was closed at 10:42 A.M.

Respectfully submitted,

Tony Lentych, Executive Director

DRAFT
Meeting Minutes of the Traverse City Housing Commission
Communication & Outreach Committee
March 8, 2022

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Lockwood in the Third Floor Community Room of Riverview Terrace, 150 Pine Street, Traverse City, Michigan, at 10:05 A.M.

ROLL CALL

The following were present:

Commissioners – Heather Lockwood and Mitch Treadwell.
Staff – Tony Lentych, Executive Director, and Angie Szabo, Property Manager.
Public/Other – None.

AGENDA

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

B. Old Business

The following Old Business item was briefly discussed:

- Building Art— Staff has not reached out to the Dennon Museum yet.

C. New Business

The following New Business items were discussed:

- Website Refresh — Staff reported that the first meeting with Byte Productions went well and the project will not cost all that much. There was a discussion about how the refurbished home page will look including an improved “announcements” section. There will be a page on “housing developments” and a page on “how we partner”.
- Program Marketing — A recent Ticker article was discussed and it was discussed that it would be helpful to develop some talking points about “who we are – like Housing Developers” and “who we are not – like emergency housing provider.” We should be able to incorporate into website as well.
- Housing Development Marketing— There was a considerable amount of discussion on a draft marketing piece on the BATA/TCHC deal. Entitled, “Center of It All”, it will be used to broadcast the overall economic impact of the total project. The piece identifies Garfield Township and specifically this project as being at the center of this economic region and therefore worthy of support.

ADJOURNMENT

The Committee adjourned at 10:45 A.M.

This Committee will meet again on April 12, 2022 at 10:00 A.M.

Respectfully submitted,

Heather Lockwood & Tony Lentych, Executive Director



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

STAFF & PROGRAM REPORTS

Executive Director's Report: March 2022

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

Resident Council Report: March 2022

EXECUTIVE DIRECTOR'S REPORT: March 25, 2022

This report covers the work accomplished from February 25, 2022 until March 24, 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: Six (6) units are now open. We had one (1) move-in recently. Our goal of ten (10) open units has been met AND we should have six (6) open -02 stack units so we only need four (4) open units in reality. We may fill one or two others soon. Duct Cleaning Project is complete.
2. ORCHARDVIEW: All units are full but we have one scheduled move out (FSS Graduate) at the end of the month. The deed to the property from the City is finished and we expect that transfer to be executed soon – awaiting one last signature.
3. EAST BAY FLATS: This project is fully leased. No word from Michigan Community Capital (MCC) on the potential reinvestment in the project or the new operating agreement.

Housing Choice Vouchers

1. We have 161 HCVs filled at this time but 1 of those families is looking for housing. The wait-list has closed. Another briefing was held and six vouchers were issued and they are out looking for apartment.

Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): MSHDA approved our funding package! Participated in weekly conference calls with our development team. We have been working with our RAD Transaction Manager to get a final RCC. Began closing conversations with our tax credit syndicator, Alliant Capita and MSHDA.
2. Parkview Apartments: Hustling to get all of the materials ready for the April 1 Tax Credit Round.
3. BATA (See Memorandum): Our PUD was approved! We have had numerous meetings about the engineering and final reviews. Multiple huddles with project team to prepare final submission. Conversations with MSHDA for alternative state investments and to just educate them on the significance of the project. Published a new PR piece for the project. Attended Trustee meeting where project was approved.

4. Main Street Flats (Frankfort Housing Commission): Conversations with Socks Construction attorney about contractual relationship / operating agreement.
5. Women's Resource Center/Madeline's House: Nothing to report.
6. Several conversations with Cooper-Woda Company staff about potential collaboration.
7. Attended Cheboygan Housing Commission Board Meeting. Now rethinking collaboration model.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials. Prepared monthly report.
2. FSS – Started to audit the program to make sure all participants are compliant.
3. Still coordinating Spectrum Cable & Internet Roll Out – removed all equipment from our inventory.

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

1. Started work on the FY 2023 Budget – Salary comparisons with City and County are ready.

General Management

1. Continued work on internal Policy Review continued work on our Document Retention Policy.
2. Started HCV Administrative Plan Review.
3. COVID-19: We are still encourage everyone to mask-up in high traffic public areas.

TCHC

1. Attended Monthly Meeting (February) and prepared for another Monthly Meeting (March).
2. Prepared for and attended the Executive & Finance Committee meeting.
3. Prepared for and attended the Governance & Compliance Committee meeting.

4. Prepared for and attended the Communications & Outreach Committee meeting.
5. Conversations with City Manager about Housing Issues.
6. Meetings with Housing Commissioners.
7. Initiated Phase I of Website Refresh with Byte Productions.
8. Meeting with IT partner on security upgrades.
9. Attended City Commission Study Session – Housing and Land was discussed.

ERHC

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

HUD

1. Multiple phone calls with our portfolio management specialist in the Detroit HUD Office.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing North: Several meetings with Executive Staff. Attended an Executive Committee Meeting and a Board of Directors Meeting. Attended a mini Board Strategy Session.
2. Community Economic Development Association of Michigan (CEDAM): Attended Board of Directors Meeting. Conversations with Executive staff over various issues. I coordinated another policy roundtable conversation on CEDAM's ballot initiative. My term ends in a few months.
3. Applied to the County to serve on the Community Mental Health Board – will interview in early April.
4. Phone conversation with Goodwill Industry CEO to discuss housing issues.
5. Meeting with Traverse Connect's Policy Director – housing issues were discussed.
6. Coordinated a meeting with PACE North staff with Riverview Terrace Residents.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Worked with TCHC attorneys on several issues.
2. Calls with media.
3. Meeting with City Attorney about updates and various issues including deed transfer and HUD issues.
4. Continued conversations and research on ARPA Funds. Participated in another advisory committee meeting with the County.
5. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

March 25, 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	56%	5	36%

FSS Program Manager Update

This month, we spent some time examining the case files to make sure everything is where it needs to be. We are trying to recruit new participants and may have one (1) new participant from the HCV program. The number of escrow accounts that are reporting progress is dropping due to graduations and the lack of work for some of the other participants. It is our plan to reach out to those families to help explain how the program works and encourage them find employment in order to maximize the program's affect.

Status of Participants

We are moving three families to graduation this month (in New Business). They have completed all of their requirements and we are obligated to close out their escrow accounts. It is interesting that each of the graduates this time originated from different programs: one from Public Housing, one from HCV (general), and one from HCV (project-based voucher).

FSS Grant

We will be applying again when the funding round opens.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 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 month of February 2022. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found.

Regular meetings are occurring in the building and activities are being planned and executed by the officers and volunteers.

ATTACHMENT: February 2022 Financial Report with Bank Statement
Letter from RTRC President

Riverview Terrace Resident Council

FY 2021-2022

	July	Oct	Dec	Jan	Feb	March	June
Restricted Balance Forward	\$ 1,025.72	\$ 772.02	\$ 2,214.03	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,770.62
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 62.59	\$ 231.34	\$ 179.18	\$ 39.99	\$ 224.24	\$ -	\$ -
SUB TOTAL	\$ 963.13	\$ 2,265.68	\$ 2,034.85	\$ 1,994.86	\$ 1,770.62	\$ 1,770.62	\$ 1,770.62

Unrestricted Balance Forward	\$ 1,506.64	\$ 1,358.14	\$ 1,167.44	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78
Income	\$ -	\$ 100.00	\$ 3,187.35	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 134.85	\$ 279.53	\$ 28.48	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 1,506.64	\$ 1,323.29	\$ 4,075.26	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78	\$ 4,046.78

EOM TOTAL*	\$ 2,469.77	\$ 3,588.97	\$ 6,110.11	\$ 6,041.64	\$ 5,817.40	\$ 5,817.40	\$ 5,817.40
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* Equals Bank Statement

Total Savings* = \$ 50.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 5,967.40

Current as of February 28, 2022



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

Your Statement Of Accounts
02/01/2022-02/28/2022
Your Account Number
xxxxxx1794
Page 1

81393 1 AV 0.426 138050-81393-285
RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

Affordable home ownership! Looking to buy your first home or upgrade to more space? Make your new home a reality with our low rates, industry-low closing costs, and 0-3% down payments.* Visit LMCU.org/Mortgage or call (844)754-6280 to get started. LMCU is an equal housing lender NMLS #442967
*For well-qualified borrowers.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$6,041.64	\$5,817.40
	Total		\$5,867.40

MEMBER SAVINGS

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$50.00
Feb 28		Ending Balance			\$50.00

FREE CHECKING

					Share Account ID 01
					Total Deposits \$0.00
					Total Withdrawals \$224.24
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Feb 01		Beginning Balance			\$6,041.64
Feb 01	Feb 01	Draft 1190 Tracer 000002291	(\$40.00)		\$6,001.64
Feb 16	Feb 16	Withdrawal POS #204700030997	(\$6.63)		\$5,995.01
		DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI			
Feb 16	Feb 16	Withdrawal Debit Card Business Debit	(\$132.33)		\$5,862.68
		24055232047083335959742 WALMART.COM AA 800-966-6546 AR 02/16/2022			
Feb 16	Feb 16	Withdrawal Debit Card Business Debit	(\$5.29)		\$5,857.39
		24055232047083335959742 WALMART.COM AA 800-966-6546 AR 02/16/2022			
Feb 20	Feb 20	Withdrawal Bill Payment #205125100173	(\$39.99)		\$5,817.40
		SPECTRUM 855-707-7328 MO			
Feb 28		Ending Balance			\$5,817.40

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1190	Feb 01	\$40.00						
		Total Checks Cleared	1		\$40.00			

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



Riverview Terrace Resident Council

March 21, 2022

Traverse City Housing Commission Members:

The sun and warm weather bore a positive effect on the residents here at Riverview Terrace, we all needed a promise of spring to get us through this last segment of winter. With the specter of Covid19 still haunting us, we remain wary and ready to adapt to do whatever is necessary to keep us healthy and safe.

Thursday, March 17, we met with representatives from PACE North, a very worthy healthcare system that keeps the elderly/disabled in their homes. I have scheduled a PACE North rep to speak at our April 15, 2022 at 6:00pm if any commissioner is interested, you're welcome to come to the meeting. Otherwise, I have sent a brochure with my letter.

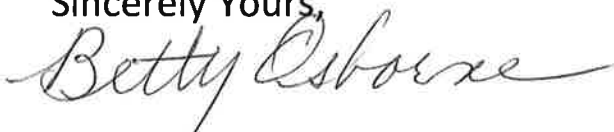
We also supplied the residents with forms for their MI Heat Credit.

March 9, Carley cut hair for 5 people, all were happy with her services.

March 16, Jo Simerson, our social coordinator, put on a splendid dinner of sloppy joes, hotdogs, chips and a cherry chocolate birthday cake. 35 Residents attended.

March 16, the Resident Council had its monthly meeting. It has been a fairly good month.

Sincerely Yours,



Betty Osborne, President





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

OLD BUSINESS

TCHC Policy Review Schedule March 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

TCHC Policy Review Schedule

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

TCHC Policy Review Schedule

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


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

HUD was able to forward to us a “draft” RCC (RAD Conversion Commitment) which allowed us to be included the MSHDA Board of Directors Docket in March. On March 17th, the MSHDA Board approved our financial package. This means that we can start the countdown clock to an official closing date. Please note that MSHDA has been able to close most of their deals within 60 days from Board approval.

We continue to meet regularly with our development team as we try to get HUD to issue us a final RCC. After working with the City of Traverse City to issue a statement on radon testing, we seem to only need an approved Response Activity Plan from EGLE (this is still being negotiated with MSHDA and they are nearly at their 150 day statutory time limit). We have worked to eliminate everything else on their list and really do believe we are at the end.

Alliant Capital, MSHDA, HUD, and Independent Bank are all working toward a May 31st or June 1st closing date. We all think this is a realistic goal. Construction could probably begin before the end of June 2022.

We held a RAD meeting for residents and their friends / family on Saturday, February 26, 2022 at 1:00 PM. It was well attended. We also held a meeting this month on March 17, 2022. During both meetings we distributed new information from HUD.

ATTACHMENTS: HUD Draft RCC
MSHDA Approval Letter
March 17, 2022 RAD Meeting Minutes, Signature Page, Handouts
February 26, 2022 RAD Meeting Minutes, Signature Page, Handouts



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

March 21, 2022

Mr. Tony Lentych
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

RE: Riverview Terrace Apartments, MSHDA #3963

Dear Mr. Lentych:

On behalf of the Michigan State Housing Development Authority, I am pleased to advise you that our staff has completed the mortgage loan feasibility/commitment-level analysis for Riverview Terrace Apartments. A Mortgage Loan Feasibility/Commitment Staff Report and pro forma, dated March 17, 2022 was sent to you prior to Board approval.

Riverview Terrace Apartments was presented to the Authority at its meeting on March 17, 2022, and the Authority Board authorized the issuance of a mortgage loan commitment.

You are, therefore, requested to complete the enclosed application and return it to JT Johnston not later than Monday, April 4, 2022. The application must be accompanied by evidence of payment to the Authority for the filing fee in the amount of \$60,568, which equals one half of one percent of the estimated principal amount of the Mortgage Loans for this development. All filing fees will be credited against the Authority's commitment fee due at the Initial Mortgage Loan Closing.

Draft loan documents will soon be prepared and circulated by the assigned MSHDA staff attorney and documentation relating to all other sources of funding, including syndication partnership documents, must be prepared and submitted to MSHDA. Once all MSHDA internal approvals (MSHDA Form CD 700s) are submitted to MSHDA's Legal Affairs Division, the MSHDA loan commitment will be finalized and circulated for execution. Following execution of the loan commitment, the date of the loan document closing will be set and an Attorney General loan review package will be sent to the Attorney General's Office for review (if required). Loans that require Attorney General review will not be eligible to move to the Initial Closing phase until the Attorney General's Office has provided MSHDA with its recommendation.

If you have any questions concerning this matter, please contact me via email or Teams.

Sincerely,

JT Johnston, Housing Development Officer
Rental Development and Homeless Initiatives

Enclosures

Cc: John Hundt

**Rental Assistance Demonstration (RAD)
Conversion Commitment
(Public Housing First Component)**

**U.S. Department of Housing and
Urban Development
Office of Multifamily Housing**

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required to apply to the Rental Assistance Demonstration program as authorized by the Consolidated and Further Continuing Appropriations Act of 2012 and subsequent appropriations. Requirements for RAD were established in PIH 2012-32 and subsequent notices. The information will be used to determine program eligibility and provide information necessary to make an initial award. There are no assurances of confidentiality

Complete each box, even if information is duplicative			
Proposed Name and Address of Covered Project: Riverview Terrace Apartments 150 Pine Street Traverse City, MI 49684	Proposed Project Owner: Traverse City Housing Commission	Proposed Project Owner Notice Address: 150 Pine Street Traverse City, MI 49684	
	<input checked="" type="checkbox"/> Check this box if another entity is the "Owner" for purposes of the Housing Assistance Payment (HAP) contract. If this box is checked, list the HAP Contract Owner and its Notice Address on page 2		
Existing Ownership Entity, Name and Address of Converting Project: Traverse City Housing Commission RIVERVIEW TERRACE 150 Pine Street Traverse City, MI 49684	PHA: Traverse City Housing Commission	PHA Notice Address: 150 Pine Street Traverse City, MI 49684	
Total Dwelling Units in Covered Project: <u>117</u> RAD Units: <u>23</u> ; Other Affordable (non-RAD) Units: <u>94</u> ; Market Rate/Other Units: <u>0</u> (include non-revenue units, such as a manager's unit, in the "Market Rate/Other Units" category)			
PIH Information Center (PIC) removal application number (a/k/a Demolition-Disposition Application Number (DDA#)): DDA0009427			
Converting Project PIC Number(s) (for all items to the right in this row, list data by each AMP # in the cells below):	# of units converting to RAD to be removed from each AMP:	# of non-converting units to be removed from each AMP (e.g., due to a de minimis reduction):	Total # of units to be removed from each AMP (sum of two middle columns):
MI080000001	23	0	23
Subsidy Type <input type="checkbox"/> Project-Based Rental Assistance (PBRA) <input checked="" type="checkbox"/> Project-Based Vouchers (PBV) If PBV, list Housing Assistance Payment (HAP) Contract Administrator (PHA or another housing authority): <u>Traverse City Housing Commission</u>		RAD HAP Contract Number of RAD HAP Contracts and Term length of each RAD HAP Contract: <u>1</u> contract(s), <u>20</u> years <input checked="" type="checkbox"/> Parties will execute a Delayed Conversion Agreement at Closing (Delayed HAP)	

Project: RIVERVIEW TERRACE

Reserve for Replacement

- a. Amount of Initial Deposit to Reserve for Replacement (IDRR): \$ 562,192
- b. IDRR Due No Later Than: At Closing
- c. Minimum Amount of Monthly Deposit to Reserve for Replacement: \$ 2,875
- d. First Monthly Deposit Due No Later Than: At HAP Effective Date

Key Features of Covered Project:General:

☐ Ground lease. If yes, input fee owner: _____

- ☐ Transfer of Assistance
- ☐ Scattered-site project
- ☒ RAD/Section 18 Blend
- ☐ Tenant Paid Utility Savings
- ☐ Existing Mixed Finance
- ☐ Joint RAD/CHOICE Transaction
- ☐ Demolition of current public housing units
- ☐ New Construction
- ☐ Rent Bundling
- ☐ This is a donor property
- ☐ This is a recipient property

(In either case, identify below the associated property(ies) in the rent bundling and when the other project has or is expected to close)

Relocation

- ☐ No relocation anticipated
- ☒ On-site relocation only
- ☐ Tenants will be Relocated off-site for ≤12 months
- ☐ Tenants will be Relocated off-site for >12 months
- ☐ Transfer of Assistance: One-time permanent move to the Covered Project

Financing:

- ☐ Public Housing Funds
- ☐ No new FHA-Insured, LIHTC or conventional financing
- ☒ Low-Income Housing Tax Credits as follows:
- ☐ 9% LIHTC
- ☒ 4% LIHTC
- ☐ FHA-Insured Financing
- If so, date of Firm Commitment: _____
- ☒ Conventional financing
- ☒ The property has been subject to prior or existing EPC, CFFP, or OFFP debt liens (explain below) and the status is as follows:
- ☐ Previously paid off
- ☒ To be paid off prior to or in conjunction with Closing
- ☐ Debt to remain
- ☐ The property is subject to other existing debt (explain below) and the status is as follows:
- ☐ To be paid off prior to or in conjunction with Closing
- ☐ Debt to remain and subordinate to RAD Use Agreement

Unit Reduction/Reconfiguration:

- ☐ Change in unit configuration (explain below)
- ☐ Reduction in units. If checked, 0 units reduced based on the following authority:
- ☐ De minimis associated with this transaction (0 units)
- ☐ De minimis associated with another transaction (0 units) (explain below)
- ☐ Other (explain below)

If additional information is necessary to clarify the features above and/or if there are other important features of the Transaction not described above, such additional information may be listed here:

PHA is retaining ownership but creating a related entity: TC 150P 4B Limited Development Housing Association Limited Partnership 150 Pine Street Traverse City MI 49684.

Choice Mobility:

- ☒ Project Owner will comply with RAD Choice Mobility practices.
Traverse City Housing Commission has agreed to administer RAD Choice Mobility at the Covered Project.
- ☐ Project Owner is exempt from implementing the RAD Choice Mobility practices with respect to the RAD units in the Covered Project.

Repairs and RAD Rehab Assistance Payments:

Repairs in Exhibit D must be completed no later than three months after the estimated period set forth below. If not completed by such date, the Project Owner is in breach of this Commitment, unless otherwise agreed to by HUD.

- a. Estimated number of months from the date of the RAD Closing for completion of all Work: 16 months
- b. Per Unit Monthly RAD Rehab Assistance Payment: \$377
- c. Maximum # of units eligible for RAD Rehab Assistance Payments: 23 units

This commitment ('Commitment') to participate in the Rental Assistance Demonstration ('RAD') and convert the assistance of the Converting Project named in the above table is entered into by and among Traverse City Housing Commission, a public housing authority organized and existing under the laws of Michigan ('PHA'); TC 150P 4B Limited Development Housing Association Limited Partnership, a LDHALP organized and existing under the laws of Michigan ('Project Owner'); and the United States Department of Housing and Urban Development, acting by and through the Secretary, his or her successors, assigns or designates ('HUD'), as of the date executed by HUD below. If the PHA is to be the owner of the Covered Project, the PHA shall also be identified as the Project Owner. If a separate entity executes as the owner for purposes of the HAP Contract,

TERMS AND CONDITIONS:

1. **Applicable HUD Regulations and Requirements.** By converting assistance and entering into the Closing Documents contemplated in this Commitment, the PHA and Project Owner agree, each as and to the extent applicable, to operate the Covered Project in accordance with all applicable law, including without limitation the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55, signed November 18, 2011, as amended) ("RAD Statute"); all applicable program requirements and guidance, including without limitation Notice H-2019-09 PIH-2019-23 (HA), as amended and revised from time to time (the "RAD Notice") or any successor or additional statutes, regulations or guidance; and the terms and conditions set forth below (collectively, the "Program Requirements"). Any conflicts between this Commitment and any other HUD requirements shall be conclusively resolved by HUD. Any capitalized terms used herein but not defined have the meanings given them in the RAD Notice.
2. **Acceptance of Commitment/Expiration.**
 - a. This Commitment shall terminate thirty (30) days from the date executed by HUD unless the PHA and Project Owner execute and electronically return an unaltered copy of this Commitment to HUD pursuant to HUD instructions.
 - b. This Commitment shall not be effective or enforceable against HUD until all conditions stated herein have been satisfied in HUD's determination.
 - c. Unless all conditions stated herein have been satisfied as determined by HUD and the transactions contemplated by this Commitment (collectively, the "Transaction") are closed within 90 days from the date executed by HUD, this Commitment shall, unless extended by HUD in writing, expire and be of no further force or effect. Upon expiration, all rights and obligations of the respective parties shall cease.

¹ The separate entity will be required to enter into a Property Leasing and Management Agreement with the PHA. The Property Leasing and Management Agreement will authorize the separate entity to perform the functions of leasing and managing units for the PHA. The separate entity is the Owner for purposes of the PBV HAP Contract. The owner(s) of the improvements and of the ground (including the owner of a ground lease if the improvements are owned separately from the ground) is the Owner for purposes of the RAD Use Agreement.

3. **Closing Requirements and HUD Approvals.**

- a. As used in this Commitment, "Closing" means the date on which all parties to the transaction contemplated by this Commitment unconditionally release from escrow fully executed and binding versions of all legal instruments that HUD identifies in escrow instructions as necessary to implement the conversion contemplated hereby. Such instruments shall include, at a minimum, the fully executed RAD Use Agreement. Recordation of the RAD Use Agreement and other instruments appropriate for recordation shall occur promptly following the Closing.
- b. All requirements set forth in this Commitment must be completed to HUD's satisfaction before the Closing can occur. A Closing checklist ("Closing Checklist") can be found on the RAD Resource Desk. The Closing Checklist lists those items HUD has determined necessary to be submitted to and approved by HUD for the Closing of this Transaction to occur. Should HUD determine that any other documents or items (in addition to those listed on the Closing Checklist) are necessary to meet the terms of this Commitment or Program Requirements, the PHA and Project Owner agree to provide such documents or other items in such form and substance as acceptable to HUD or to terminate this Commitment and not proceed to Closing. Closing may only occur following HUD authorization to implement the RAD conversion. Unless otherwise agreed by HUD, in the case where the Project Owner differs from the PHA, all post-Closing requirements and obligations contained herein will apply to the Project Owner after the Closing. Any determination, approval or decision of HUD pursuant to this Commitment shall be in HUD's sole and absolute discretion. Unless otherwise set forth in writing by HUD prior to Closing, HUD's execution and release of the Closing Documents shall constitute any approvals or decisions required herein and not previously given in writing.

4. **Public Housing Requirements.** The PHA and Project Owner acknowledge that the Converting Project remains subject to the United States Housing Act of 1937, its Consolidated Annual Contributions Contract and any amendments thereto, and all other pertinent Federal statutory, executive orders, regulations and other guidance, as those requirements may be amended from time to time (collectively the "Applicable HUD Requirements"), through the date of the Closing. Unless HUD gives written instructions otherwise, for so long as the Converting Project remains public housing, the PHA and Project Owner shall take all steps necessary to ensure that:

- a. Fire and other property insurance as required under Applicable HUD Requirements are and shall be maintained in full force and effect;
- b. All ordinary and necessary operating expenses pursuant to Applicable HUD Requirements of the Converting Project are and shall be paid; and
- c. The Converting Project remains in compliance with Applicable HUD Requirements, including without limitation all requirements related to the physical condition of the Converting Project and any remedial agreements between HUD and the PHA and remedial judicial or administrative orders, except as expressly modified by this Commitment and/or the Closing Documents.

Execution of the Closing Documents by the PHA and Project Owner, respectively, constitute re-certification to HUD of the foregoing statements. From the date of Closing through and until the effective date of the HAP Contract, the PHA and Project Owner acknowledge that the Covered Project remains public housing subject to the Applicable HUD Requirements and shall not be subject to the HAP Contract to the extent that such Applicable HUD Requirements are not in conflict with the terms of the RAD conversion and the Closing Documents.

5. **HUD Review of Project Ownership.** The PHA and Project Owner agree that HUD approval of the ownership and control of the Covered Project is a condition of Closing. The PHA shall not transfer any ownership interest in the Converting Project prior to the Closing, unless otherwise approved by HUD.

6. **Closing Documents.** The PHA and Project Owner shall execute or cause to be produced, as appropriate, such agreements, instruments, certificates and other documents as HUD may require to complete the Transaction (collectively, the "Closing Documents"), using forms prescribed by or acceptable to HUD and completed, executed, recorded and/or filed in the number of copies and in such manner as directed by HUD. Without limiting the foregoing, the Closing Documents may include:
 - a. If applicable, one or more releases or partial releases of the applicable Declaration(s) of Trust or comparable document;
 - b. a RAD Use Agreement (document HUD-52625);
 - c. a Housing Assistance Payments Contract (for PBRA, documents HUD-52620 and HUD- 52618; for PBV, HUD-52621A and HUD 52621B), including any required exhibits;
 - d. Certifications and assurances; and
 - e. Any additional documents required by HUD in order to determine whether criteria for Closing have been met.
7. **Use Agreement Priority.** A title report must be provided for the Converting Project and Covered Project. In addition, an owner's pro forma title policy may be requested for the Covered Project involving the addition of financing to be secured by the Covered Project. Unless otherwise approved by HUD, the RAD Use Agreement shall be superior to any and all liens and/or encumbrances against the Covered Project, including, without limitation, the lien evidenced by any and all mortgages, deeds of trust and other financing documents and regulatory documents related to the Covered Project (including any LIHTC use agreement). The Project Owner shall obtain consents or subordination agreements, and have such documents executed, as HUD may determine necessary to establish such priority.
8. **Expenses and Transaction Costs.** HUD is not responsible for any expenses or transaction costs incurred by or at the direction of the PHA or Project Owner in connection with the Transaction (including without limitation, fees for consultants, attorneys, environmental contractors, tax advisors and accountants; city, county and/or state taxes and/or fees; recording fees, prepayment penalties and/or premiums; costs for title insurance and title examination; surveys and appraisals) or the Work.
9. **Tax, Financial, and Legal Consequences.** HUD has not provided, nor shall it provide, any opinions, representations, warranties, or covenants to any party regarding any federal, state and/or local tax consequences, financial consequences, or legal consequences relative to the Transaction. The PHA and Project Owner acknowledge that funding of the contemplated Housing Assistance Payment Contract (HAP Contract) is subject to appropriations.
10. **Certifications, Representations and Warranties by the PHA and Project Owner.** Any statement, certification, representation or warranty made by the PHA or Project Owner in or pursuant to this Commitment is true and correct when given, and shall remain true and correct at all times through and including the Closing. In the event any such statement, certification, representation or warranty is no longer complete or correct, and without limiting HUD's rights and remedies, the PHA or Project Owner, respectively, shall notify HUD in writing immediately. Without limiting the foregoing, the PHA and Project Owner, respectively, hereby represent and certify to HUD and warrant to maintain the veracity through Closing of the following statements:
 - a. All notices required by Program Requirements relating to the transaction have been timely provided to such persons and in a manner complying with applicable Program Requirements.
 - b. The PHA and the Converting Project continue to meet all program eligibility requirements as stipulated in the RAD Notice.
 - c. With the exception of any moves authorized under Section 7 of Notice H 2016-17 PIH 2016-17 (HA), or any such successor notice, or as otherwise approved by HUD, the PHA has not relocated any residents of the Converting Project in connection with the Transaction prior to the date this Commitment is executed by all parties.
 - d. Except as specifically disclosed to and accepted by HUD in writing, neither the PHA nor the Project Owner (including, but not limited to Board Members, principals and executives of the PHA or Project Owner) has any knowledge that it (or any Board

Members, principals and executives of the PHA or Project Owner in their official capacity as members, principals or executives of the PHA or Project Owner, as applicable) is the current subject of, nor has received any pending notice of, any debarment, suspension or other administrative proceeding, audit or investigation by HUD, including without limitation by the Inspector General, the Departmental Enforcement Center, or the Office of Fair Housing and Equal Opportunity, or any other Federal or state government agency, whether or not sanctions have been imposed against such party.

- e. No disclosed debarment, suspension or other administrative proceeding, audit or investigation would impact the PHA's or the Project Owner's ability to carry out its obligations as contemplated under this Commitment.

Upon the request of HUD, the PHA shall provide HUD with evidence satisfactory to HUD relating to each of the foregoing certifications. Execution of the Closing Documents by the PHA and the Project Owner, respectively, constitute re-certification to HUD of the foregoing statements.

11. **Successors and Assigns.** This Commitment and its attachments are binding upon the PHA, the Project Owner and the successors and assigns of each. Unless otherwise provided herein, this Commitment may not be assigned, in whole or in part, except upon the prior written consent of HUD.
12. **Corrections.** Notwithstanding anything to the contrary contained in this Commitment, the PHA and Project Owner agree to execute, before or after the Closing, such documents, amendments or modifications as HUD deems necessary or appropriate to effectuate the intent of this Commitment or to complete or consummate the Transaction, including but not limited to instruments necessary to correct this Commitment or any of the Closing Documents.
13. **Changes to This Commitment.** HUD has approved a Financing Plan for this transaction. The PHA and Project Owner shall notify HUD promptly, and in all events prior to Closing, of any changes to the terms set forth in the Financing Plan, or any other business terms submitted to HUD. If HUD determines such changes to be material, HUD may require an amendment to this Commitment or other reviews or approvals as HUD determines necessary to account for the changed terms. The final business terms shall be determined as of the Closing and inserted into the applicable Closing Documents. The PHA's and Project Owner's execution of the Closing Documents shall constitute acceptance of the final business terms reflected therein.
14. **Sources of Funds.**
 - a. **Required Approval of Debt.** HUD must review and approve all proposed debt (secured and unsecured) against the Covered Project prior to Closing.
 - b. **Development Budget.** HUD approval of this Transaction is based on the estimated Sources and Uses attached as Exhibit B. Any changes to this Sources and Uses prior to Closing shall be disclosed to HUD and if HUD determines that such changes are material, HUD may require additional review and approvals and/or amendment to this Commitment. PHA and/or Project Owner shall provide HUD with the final certified Sources and Uses upon Closing. Following Closing, any new Sources, any changes to the Sources that exceed five percent (5%) of the total Sources set forth on Exhibit B, and any changes in the Uses which could impact the Project Owner's ability to complete the Scope of Work set forth in Exhibit D shall be promptly disclosed to HUD. If HUD determines that such changes are material, HUD may require additional review and approvals. Other changes to the Uses shall be disclosed to HUD in the RAD Completion Certification submission.
 - c. **PHA Funds for Development Budget.** Where the Transaction includes public housing funds to be contributed by the PHA for uses other than funding the HAP Contract, these funds must be shown on the Sources and Uses. The PHA certifies that all such

funds are available and reserved for the Transaction, are irrevocable, and that the PHA has obtained all consents necessary in order for the PHA to commit such funds to the Transaction.

- i. Prior to Closing, public housing Capital Funds shown in the Sources and Uses must be moved within the HUD Line of Credit Control System (LOCCS) to the "RAD Investment" Budget Line Item (BLI 1504). These funds must be drawn down out of LOCCS at Closing and, until they are disbursed for a use shown in the Sources and Uses, made subject to a General Depository Agreement (GDA, form HUD-51999).
- ii. Until disbursed for a use shown in the Sources and Uses, Public housing Operating Reserves shown in the Sources and Uses must be held in an account or sub-account subject to a GDA.
- iii. To the extent such funds must be subject to a GDA as described above, the PHA may use a pre-existing GDA if the PHA is making use of separate or segregated accounting. (For example, a PHA may have a pre-existing account for Operating Fund Reserves subject to a GDA and if the converted funds to be used as shown in the Sources and Uses may be adequately separated or segregated for accounting purposes in a sub-account or otherwise remaining subject to the pre-existing GDA, the requirements of this section are fulfilled.)
- iv. If shown in the Sources and Uses, such funds may be used to satisfy obligations of the Covered Project, including without limitation, funding reserves (for example, to make an initial deposit for a replacement reserve) or payment of construction or other project costs in accordance with this RCC and other project documents. Methods by which the PHA may choose to disburse such funds in accordance with this section include:
 - In a lump sum as a loan to the Project Owner, subject to a loan agreement or other documentation;
 - Incrementally over time as a loan to the Project Owner, subject to a loan agreement or other documentation;
 - In a lump sum to the Project Owner as a grant or otherwise without the expectation of repayment; and/or
 - Incrementally over time to the Project Owner as a grant or otherwise without the expectation of repayment.
- d. No Additional PHA funds. Except for the amounts identified in the Sources and Uses, and amounts authorized by the RAD HAP Contract to fund the Covered Project in the calendar year of conversion as identified in the Initial Year Funding Tool, no public housing funds may be used as an additional Source of funds for the Covered Project. By way of illustration and not limitation, after Closing, no public housing funding not identified in Exhibit B or the Initial Year Funding Tool (including any funds deemed "project funds" or "program income" under public housing regulations) may be used to pay for any costs for any work (Work or other work) done in connection with the Covered Project.
- e. Nature of Property and Funds. Upon the conversion of assistance, the Converting Project, including any real or personal property thereof, shall no longer be used for public housing purposes, as originally authorized by the U.S. Housing Act of 1937. This Commitment provides instruction for such conversion and the treatment of the Converting Project. Any proceeds of disposition of the Converting Project (or of any real property or improvements that as of the date of this Commitment are considered public housing) in connection with the conversion of assistance contemplated by this Commitment shall be used for affordable housing purposes as defined in the RAD Notice, and such proceeds of disposition shall be held in an account or accounts subject to a General Depository Agreement approved by HUD. Any proceeds of any loans of converted public housing funds made in connection with the conversion of assistance contemplated by this Commitment shall be used for affordable housing purposes. Any uses of converted public housing funds listed in the Sources and Uses

attached hereto as Exhibit B shall be considered end uses for purposes of 2 CFR Part 200.

- f. Fungibility. The RAD program does not require the tracking of specific funds to specific uses. HUD shall review the availability of sources and their application to uses in the aggregate upon completion of the Work. HUD approves the use of unrestricted funds or of construction period project income for both hard and soft costs reflected in an approved Sources and Uses and as working capital to bridge the availability of funds during the course of the implementation of the Work.
15. **Moving to Work Considerations**. References to Moving to Work (MTW) in this Commitment do not reflect a HUD determination to amend any terms of conditions of the PHA's participation in the MTW program.
16. **RAD HAP Contract Funding in Initial Year**. From the effective date of the HAP Contract through the remainder of the calendar year, the Covered Project will be funded only from available public housing amounts obligated prior to the effective date of the HAP Contract and from any additional public housing amounts that HUD obligates in full or in part, subject to the availability of sufficient appropriations, for the remainder of the calendar year in which the HAP Contract becomes effective. **Project Owner acknowledges that this amount for the remainder of the calendar year in which the HAP Contract becomes effective may be less than the contract rent shown in Exhibit C.** During such time, the PHA will draw down funds from LOCCS as instructed by HUD and transfer amounts to the Project Owner as payments pursuant to the HAP Contract in its capacity as or on behalf of the Contract Administrator, as applicable.
17. **RAD Rehab Assistance Payments**. The Covered Project will be eligible for RAD Rehab Assistance Payments pursuant to its RAD HAP Contract to the extent set forth on the second page of this Commitment.
18. **Section 8 Contract Rents**. Exhibit C sets out the monthly Section 8 contract rents that will be specified in the RAD HAP Contract, subject to the limitation set out in Section 16 above.
19. **Planned Construction and Rehabilitation**. Exhibit D sets forth the planned construction, repairs and/or rehabilitation for the Covered Project, including any repairs that need to be completed before Closing, to be funded in accordance with the Sources and Uses (the "Work").

The Project Owner hereby represents, warrants and certifies to HUD and will update such representation, warranty and certification at Closing, in a form and substance acceptable to HUD, that the sources of funds are anticipated to be sufficient to pay for the Work. The Project Owner will ensure that Exhibit D is amended prior to Closing to reflect the final pricing. **The Project Owner is responsible for funding all cost overruns with non-Public Housing funds.** The Work will be completed in a timely manner and in accordance with applicable RAD Program Requirements, including without limitation:

- a. The Work will be completed in accordance with:
 - i. The more stringent of: (1) any applicable national building code, such as Uniform Building Code, Council of American Building Officials Code, or Building Officials Conference of America Code; or (2) applicable state and local laws, codes, ordinances, and regulations;
 - ii. Other applicable Federal requirements including any Federal fire-safety requirements and HUD minimum property standards (e.g., 24 CFR part 200, subpart S for FHA-insured properties);
 - iii. The relevant requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-484 6), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-485 6), and implementing regulations at 24 CFR part 35, as applicable;

- iv. Notice PIH 2016/17 / H 2014-09, issued November 10, 2016 (and any amendments, revisions or successor documents), "Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions," which relocation requirements include, as applicable, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and its implementing regulations at 49 CFR Part 24 with regard to any relocation of residents;
 - v. Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR part 8, including but not limited to accessibility standards, with regard to any "substantial alterations" or other "alterations," each as defined in such regulations, as applicable;
 - vi. The design and construction requirements of the Fair Housing Amendments Act of 1988 and its implementing regulations at 24 CFR Part 100.25, as applicable;
 - vii. Section 3 of the Housing Act of 1968 and its implementing regulations at 24 CFR Part 75 and all of the related regulations, rules and requirements as applicable; and
 - viii. Davis-Bacon prevailing wage requirements, section 12 of the United States Housing Act of 1937, and Contract Work Hours and Safety Standards Act, and all of the related regulations, rules and requirements for any repairs that qualify as "construction" or "rehabilitation" as defined in such regulations, rules and requirements.
- b. Any Work not completed by the time period listed on page 2 of this Commitment, including any reduction in the Scope of Work listed on Exhibit D, unless an extension of such date or such reduction in scope is approved in writing by HUD, constitutes a breach of this Commitment.
 - c. The Project Owner shall not be entitled to withdraw or take any Distributions from the Covered Project until after completion of the Work and certification of the actual cost of the Work has been submitted to HUD via the RAD Completion Certification submission and HUD has issued its acceptance.
 - d. To the extent the Work includes new construction or rehabilitation in excess of 60% of the locally applicable public housing "hard construction cost" limit, unless otherwise approved by HUD, the PHA and/or Project Owner shall engage a qualified general contractor who shall obtain prior to Closing either (i) a payment and performance bond from a properly licensed surety, which bond and surety shall be acceptable to HUD, or (ii) a letter of credit, acceptable to HUD.
20. **Reserve for Replacements.** The Project Owner shall establish a Reserve for Replacements, with an initial deposit to the replacement reserves as set forth in Exhibit B, the Sources and Uses. Initial monthly deposits into the Reserve for Replacements will be made in an amount equal to the amount set forth on the first page of this Commitment. Monthly deposits into the Reserve for Replacements shall be adjusted annually as approved by HUD in accordance with the HAP Contract and Program Requirements. No later than the date specified on the first page of this Commitment, unless such date is extended in writing by HUD, the Project Owner shall make an Initial Deposit to the Reserve for Replacements. If "Substantial Completion" is referenced on the first page of this Commitment, "Substantial Completion" shall mean the date thirty (30) days following completion of those portions of the Work which represent 95% of the dollar amount of the Work, as such dollar amount may be adjusted by any change orders necessary to complete the Work, or, if approved by HUD, such other definition of "Substantial Completion" as used by a lender to, investor in, or regulator of the Covered Project, as specified in an Additional Provision to the RCC in Exhibit A. The date of Substantial Completion shall be disclosed to HUD in the RAD Completion Certification.
21. **Counsel.** Closing is conditioned upon review and approval of the Transaction by HUD, including without limitation a legal review and approval of due diligence and Closing Documents. The PHA and Project Owner, if different than the PHA, agree to select competent counsel in connection with this Transaction in a manner that satisfies the applicable rules of

professional conduct. Counsel to the PHA and/or Project Owner, as appropriate, must provide a legal opinion with respect to the following matters and any other matters reasonably requested by HUD:

- a. The PHA and Project Owner are each duly organized, validly existing and in good standing under the laws of the applicable jurisdiction(s);
 - b. The PHA and Project Owner each have the requisite power and authority, and have secured all consents required, to consummate the Transaction;
 - c. Each of the Closing Documents executed by or on behalf of the PHA and/or Project Owner in connection with the Transaction is a legally binding obligation of such party, duly executed and delivered on behalf of such party and enforceable in accordance with its terms;
 - d. There is no litigation or other claim pending or threatened against the PHA, Project Owner or the Covered Project, the resolution of which would have a materially adverse effect on the PHA or Project Owner's ability to comply with the requirements of this Commitment, other than as disclosed to HUD;
 - e. Based upon a pro forma title policy acceptable to HUD and assuming the recordation of documents in the order contemplated by such pro forma title policy, provided counsel has no reason to believe the documents will be recorded in an order other than as listed in such pro forma title policy, the RAD Use Agreement is superior to the lien and/or encumbrance evidenced by any and all mortgages, deeds of trust and other financing documents and regulatory documents of record relating to the Covered Project; unless otherwise approved by HUD; and
 - f. All Closing Documents conform with the legal requirements set forth in this RCC and any and all changes to HUD forms or sample language have been disclosed to HUD.
22. **Last Public Housing Unit.** If, upon completion of this RAD conversion and other RAD conversions for which this PHA has an RCC and/or CHAP, the PHA will no longer have residential units in its public housing portfolio, the PHA agrees to comply with additional instructions provided by HUD regarding disclosure of future public housing development activities or the close-out of its residential public housing portfolio. The PHA acknowledges that failure to comply with HUD instructions may result in withholding Section 8 or other cash payments after Closing pending cure of such violation to HUD's satisfaction.
23. **Non-Dwelling Assets.** Any non-dwelling assets proposed for removal from PIC in connection with the Transaction must be listed in the PIC removal application (a/k/a Demolition-Disposition Application) identified on the first page of this Commitment and must be approved by HUD.
24. **Non-Real Property Assets.** The Project Owner and PHA shall be responsible for entering into any necessary agreement, prior to or at Closing, regarding the conveyance from the PHA to the Proposed Project Owner of any non-real property assets associated with the Converting Project which are anticipated to be used for the Covered Project.
25. **Special Conditions, Necessary Approvals and Additional Provisions.** This Commitment is subject to the requirements set forth on Exhibit A. All Special Conditions and Necessary HUD Approvals must be satisfied prior to or at closing. The Additional Provisions listed in Exhibit A represent ongoing commitments of the PHA and/or Project Owner that will survive Closing.
26. **Breach and Default.** Any failure to comply with the terms of this Commitment constitutes a breach of this Commitment and of any HAP Contract entered into with respect to the Covered Project. Upon failure to cure such breach within thirty (30) days of notice thereof or, if the breach cannot be cured pursuant to commercially reasonable efforts to do so within the prescribed thirty (30) day period, such longer time as the enforcing party reasonably determines to be required by the circumstances, which longer period shall not be unreasonably withheld, conditioned or delayed, the enforcing party may declare an event of default under this Commitment and the HAP Contract(s). Upon an event of default, the enforcing party shall have all remedies available to it at law or in equity. The enforcing party shall have the right to seek specific performance and/or to enjoin any

breach, which rights shall be in addition to all other remedies available at law or in equity. Without in any way limiting the foregoing, if HUD is the enforcing party, HUD may take any remedial action permitted at law or in equity under this Commitment or the HAP Contract(s), including, without limitation, termination of this Commitment, suspension of distributions of cash to the Project Owner, suspension of payment under the HAP Contract(s), petitioning a court for appointment of a receiver for the Covered Project, transfer of the HAP Contract(s) to other units, and termination of the HAP Contract(s). No person or entity, other than the parties hereto, has any rights or remedies under this Commitment.

27. **Exhibits.** The following exhibits are a part of this Commitment and incorporated herein by this reference:
 - a. Special Conditions, Necessary HUD Approvals, and Additional Provisions
 - b. Sources and Uses of Funds
 - c. Monthly RAD HAP Contract Rents
 - d. Scope of Work
28. **Entire Commitment: Survival.** The information listed on the chart on the first pages of this Commitment is a part of this Commitment. All prior and contemporaneous oral and written communications are merged herein and superseded hereby, and this Commitment and all exhibits attached constitute the entire agreement between the PHA, Project Owner and HUD with respect to the Transaction. This Commitment, and the responsibilities relating to each respective party, shall survive Closing of the Transaction.
29. **Post-Closing Responsibilities.** The PHA and Project Owner agree to follow the directions of the HUD Closing Coordinator with respect to post-Closing obligations. Without limiting the foregoing, the PHA and Project Owner, as appropriate, will provide evidence of recording of the applicable Closing Documents and copies of any applicable executed HAP contract, recorded RAD Use Agreement, DOT Release, and other documents specified by the HUD Closing Coordinator promptly following Closing, in the manner and timeframe prescribed, and will provide copies of the remaining Closing Documents as directed by HUD within thirty (30) days of Closing or such other timeframe as agreed upon by the parties. The PHA and Project Owner agree to submit the RAD Completion Certification as directed. In addition, the PHA must follow instructions provided by HUD to remove the Converting Project, or portions thereof, from PIC to effect conversion.
30. **Severability.** Should any provision of this Commitment be held by a court of law to be unenforceable, such determination shall in no way compromise the enforceability of the other provisions.
31. **Counterparts.** This Commitment may be executed in counterparts. Electronic copies of signatures (such as those in portable document format (pdf)) shall be evidence of and treated as original signatures.
32. **Consistency with Federal Law.** Nothing contained in this Commitment shall impose on HUD any duty, obligation, or requirement, the performance of which would be inconsistent with federal statutes, rules, or regulations in effect at the time of such performance.

(signature page follows)

Signature Page to RAD Conversion
Commitment
Project Identification:
RIVERVIEW TERRACE

HUD: **U.S. Department of Housing and Urban Development**

By: _____
 Name: Thomas R. Davis
 Title: Director, Office of Recapitalization
 Date: _____

PHA: Traverse City Housing Commission

By: _____
 Tony Lentych
 Its: Executive Director
 Date: _____

Project Owner: Traverse City Housing Commission

By: _____
 Tony Lentych
 Its: Executive Director
 Date: _____

If the HAP Contract will be executed on behalf of the Project Owner by a party other than the Project Owner, the terms of this Commitment are acknowledged and agreed to by such party.

TC 150P 4B Limited Development Housing
 Association Limited Partnership
 By: TCHC Riverview 4B GP, LLC
 Its: General Partner

By: _____
 Tony Lentych

Its: Authorized Signatory
 Date: _____

The above signatories certify that the information provided on this form and in any supporting documentation submitted herewith is true and accurate. The above signatories understand that any misrepresentations may be subject to civil and/or criminal penalties including, but not limited to, fine or imprisonment, or both under the provisions of Title 18, United States Code, Sections 1001 and 1010.

Project: RIVERVIEW TERRACE

EXHIBIT A
Special Conditions

- Prior to closing, the contract administrator for the non-RAD PBV HAP contract(s) resulting from the RAD/Section 18 blend must submit evidence that one of the following has occurred with respect to the Tenant Protection Voucher (TPV) funding:
 - a. The units that will be covered under the non-RAD PBV HAP contract will first be subject an Agreement to enter into a Housing Assistance Payment (AHAP) and TPV funding will be requested at a later date; OR
 - b. A copy of the Advice of Disbursement Letter from HUD PIH's Financial Management Center (FMC) indicating that the Contract Administrator has received a new increment of replacement TPVs; OR
 - c. Evidence that the Contract Administrator has applied for a new increment of replacement TPVs by submitting HUD Form 52515 to its local public housing field office at least 60 days before the effective date of the non-RAD PBV HAP contract(s).
- Evidence that the general contractor has obtained a payment and performance bond approved by a surety or a letter of credit acceptable to HUD must be received prior to closing.
- The PHA must provide evidence that it has paid off its CFFP and EPC debt.

Necessary HUD Approvals

- The non-dwelling assets certification must be provided by the Public Housing Field Office prior to closing.

Additional Provisions to the RCC

- As permitted by PIH 2018-04 (HA), Section 3.A.3.c. and as reviewed and approved by the RAD Financing Plan, this conversion includes units that will be subject to a non-RAD PBV HAP or AHAP contract which will be executed in conjunction with the RAD closing. The RAD Use Agreement Section 18 Non-RAD PBV Rider must also be attached to the RAD Use Agreement executed and recorded at closing.
- The PHA must escrow the excess sales proceeds in a bank account covered by a General Depository Agreement (HUD Form 51999) until they are needed to be disbursed for affordable housing purposes.

Sources and Uses Report

RCC Exhibit B

PHA Name Traverse City Housing Commission

PIC Number MIO80000001A

Transaction Log Last Modified: 01/21/2022

Sources	
Hard Debt	<u>\$6,761,618.00</u>
Commercial Non-FHA Loan	<u>\$6,761,618.00</u>
Soft Debt	<u>\$6,694,953.00</u>
Seller Note/Take Back Financing	<u>\$5,762,153.00</u>
National Housing Trust Fund	<u>\$263,000.00</u>
Deferred Developer Fees	<u>\$669,800.00</u>
Grants	<u>\$916,594.00</u>
Federal Home Loan Bank AHP	<u>\$500,000.00</u>
Sponsor or Partner Funds	<u>\$416,594.00</u>
Equity	<u>\$5,739,997.00</u>
Tax Credit Equity	<u>\$5,739,997.00</u>

Property Name RIVERVIEW TERRACE

Uses	
Acquisition Costs	<u>\$7,600,000.00</u>
Acquisition Land and Buildings	<u>\$7,600,000.00</u>
Payoff Existing Loans and Payables	
Other Acquisition Costs	
Hard Costs	<u>\$7,479,341.00</u>
Demolition	
Construction/Rehabilitation	<u>\$5,795,448.00</u>
General Requirements/Overhead/Profit	<u>\$846,551.00</u>
Construction/Rehabilitation Contingency	<u>\$675,342.00</u>
Builder's Risk Insurance	<u>\$162,000.00</u>
Relocation Costs	<u>\$57,500.00</u>
Soft Costs	<u>\$1,691,333.00</u>
Architectural Design Fee (Plans & Specs)	<u>\$370,302.00</u>
Construction Management/Budget Planning Fee	
Engineering Fee	
Feasibility Studies	
Environmental Reports	<u>\$130,000.00</u>
Appraisal/Market Study	<u>\$11,500.00</u>
Accounting	<u>\$45,000.00</u>
Survey	<u>\$10,000.00</u>
eCNA Tool	<u>\$15,000.00</u>
Title Insurance/Exam Fee, Closing Escrow	<u>\$25,000.00</u>
Organizational Costs	<u>\$50,000.00</u>
Recordation Fee	
Borrower's Legal Counsel	<u>\$125,000.00</u>
Lender's Legal Counsel	
Consultants	<u>\$0.00</u>
Other Professional Fees	<u>\$58,418.00</u>
Other Loan Fees	<u>\$2,000.00</u>
FHA Fees (MIP, Application, Inspection)	
Tax Credit Financing Fees	<u>\$95,825.00</u>
Prepayment Penalty/Premium	
Payables	
Construction Interest (Not Deferred)	<u>\$328,667.00</u>
Construction Loan Fees	<u>\$238,200.00</u>
Bond Issuance Cost and Fees	
Permits	<u>\$111,421.00</u>
Investor's Legal Counsel	<u>\$60,000.00</u>
Bond Legal Counsel	
Permanent Financing Fees	
Furniture, Fixtures & Equipment	<u>\$15,000.00</u>
Marketing & Lease Up	
Reserves	<u>\$1,230,962.00</u>
Initial Deposit to Replacement Reserve	<u>\$562,192.00</u>
Initial Operating Deficit Escrow	
Operating Reserve	<u>\$379,376.00</u>
Tax and Insurance Escrow	<u>\$99,705.00</u>
Lease-Up Reserve	
Other Reserves: Syndicator-Held Operating Reserve	<u>\$189,689.00</u>
Developer Fees	<u>\$2,054,026.00</u>

TOTAL SOURCES: \$20,113,162.00

TOTAL USES: \$20,113,162.00

Construction Financing

Lender MSHDA
Amount \$11,600,000.00
Interest Rate 4.25 %

EXHIBIT C
RAD Contract Rents

<u>Number of Contract Units</u>	<u>Number of Bedrooms</u>	<u>Contract Rent</u>	<u>Utility Allowance</u>	<u>Gross Rent</u>
0	0	\$0.00	\$0.00	\$0.00
23	1	\$631.00	\$0.00	\$631.00
0	2	\$0.00	\$0.00	\$0.00
0	3	\$0.00	\$0.00	\$0.00
0	4	\$0.00	\$0.00	\$0.00
0	5	\$0.00	\$0.00	\$0.00
0	6	\$0.00	\$0.00	\$0.00

EXHIBIT D
Scope of Work

(List all work to be done in connection with the Transaction that needs to be completed before Closing)

Not Applicable

(List all work to be done in connection with the Transaction following Closing)

Work Item	Description of Improvement Work	Budget
	SOW Appliances	\$166,794.00
	SOW Building Concrete	\$4,200.00
	SOW Special Site Construction	\$15,000.00
	SOW Caulking (Exterior) Sealant	\$5,000.00
	SOW Electrical	\$429,772.00
	SOW Insulation	\$5,500.00
	SOW Metals	\$17,050.00
	SOW Landscaping	\$56,095.00
	SOW Special Construction	\$24,644.00
	SOW Specialties	\$49,000.00
	SOW Plumbing / Domestic Hot Water	\$728,166.00
	SOW Rough Carpentry	\$62,200.00
	SOW Roofing	\$1,200.00
	SOW Roads / Walks	\$88,900.00
	SOW Cabinets	\$349,636.00
	SOW Site Improvements	\$6,052.00
	SOW Drywall	\$69,000.00
	SOW Earth Work	\$330,685.00
	SOW Elevators	\$482,030.00
	SOW Architectural Environmental Mitigation	\$319,650.00
	SOW Finish Carpentry	\$112,468.00
	SOW Window	\$463,787.00
	SOW Masonry	\$221,000.00
	SOW Blind / Drapes	\$34,221.00
	SOW Ceramic Tile / Quarry Tile	\$5,400.00
	SOW Resilient Flooring	\$304,672.00
	SOW Doors / Hardware	\$286,207.00
	SOW Carpets	\$119,291.00
	SOW Acoustical Ceilings	\$119,000.00
	SOW Low Voltage Electrical	\$385,795.00
	SOW HVAC	\$292,713.00
	SOW Fire Protection	\$24,975.00
	SOW Painting / Decorating	\$215,345.00
	Total	\$5,795,448.00

DRAFT
Meeting Minutes of the RAD Resident Update
March 17, 2022

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 9:06 A.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Sixteen (16) residents attended the meeting and 15 signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from February 26, 2022 were distributed.
B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Quick Review of the RAD Process
- Financing Plan Process – MSHDA Update
- Relocation Plan Description

All of the above items were addressed during the Presentation.

- C. There was a twenty (20) minute Question & Answer period after the presentation from staff.
D. The following is the summary of the meeting:

We are near the end and MSHDA was scheduled to vote on our financing package later in the day.

Our “Closing Date” is now believed to be in late May or early June 2022 – based on our development team’s experiences with MSDHA. All other parties have accepted that date and are working towards making that happen. Construction would begin in June 2022 and the general plans were reviewed.

The “Relocation Plan” was reviewed.

Staff also distributed another new RAD FACT SHEET from HUD that were recently on Choice Mobility.

Q & A

Each item presented received questions and comments. These included:

- How will we help residents with a lot of personal belongings?
- Will flooring be replaced in all units?

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting next month (April).

III **ADJOURNMENT**

The meeting was closed at 9:26 A.M.

Respectfully submitted,



Tony Lentych, Executive Director

FACT SHEET #12

Choice Mobility



Once the property has been converted, residents of most properties will have a new “Choice Mobility” option, which will allow the resident to request a voucher that the household can use to apply HUD rental assistance to a rental unit you can choose in the private market.



What Is Choice Mobility?

After a public housing property converts through RAD you may have a greater choice in where to live through the “Choice Mobility” option. Choice Mobility gives you the right to request a tenant based voucher after living at the property for at least one or two years. A tenant-based voucher allows you to rent housing in the private rental market. With this voucher, you may choose to leave your current property if you need to move closer to family, a job, a school, or any other reason, while continuing to benefit from rental subsidy.

In limited cases, certain public housing properties converted through RAD do not have the choice-mobility option because the PHA does not have a voucher program. You should discuss this with your PHA.



When Am I Eligible To Request A Tenant-Based Voucher?

It depends on the type of subsidy the property uses after the RAD conversion:

- If the property uses **Project-Based Vouchers (PBV)**, residents can request a tenant-based voucher after living in the property for **1 year after it becomes RAD/ Section 8**.
- If the property uses **Project-Based Rental Assistance (PBRA)**, residents can request a voucher after living in the property for **2 years once it becomes RAD/ Section 8**.



What Happens After I Request A Voucher?

Residents who request a tenant-based voucher from the PHA will receive priority for the PHA’s next available voucher. You will not need to complete a full Section 8 application and will be able to request a voucher even if the Section 8 waiting list is closed.



How Do Tenant-Based Vouchers Work?

With a tenant-based voucher you can choose to rent a unit in the private market with HUD assistance. If the rent for the unit is reasonable and an inspection of the unit shows that the unit meets HUD's housing quality standards, the PHA will approve the unit.

Once approved, **(1)** you sign a lease with the owner and pay about 30% of your income for rent, and **(2)** the PHA signs a contract with the owner to pay the difference between the rent you pay and the total rent for the unit.



Where Can I Live with a Tenant-Based Voucher?

With a tenant-based voucher, you may rent a unit within your PHA's region, or you may choose to rent a unit in another part of the country where a different PHA operates a voucher program. The ability to rent outside of your PHA's region is called portability. You can learn more about voucher portability by going to [HUD's portability webpage](#) and reading the [Housing Choice Voucher Program Handbook on Moves and Portability](#).

When choosing a new place to live with a tenant-based voucher, you may think about things like the quality of schools for your children, access to public transportation, and ability to get to and from places of work.



Is the PHA Required to Give Me a Tenant-Based Voucher?

Yes, though you may have to wait for the PHA to have an available voucher to provide you. To issue vouchers through choice mobility, the PHA uses vouchers that become available as other families stop using them. Also, PHAs may adopt certain limits to the number of vouchers it uses for choice-mobility. For specific information, consult your PHA. (PHAs that do not have a voucher program will not have a choice mobility option.)



Chicago, IL: A resident in the newly renovated Fannie Emanuel apartment complex.

DRAFT
Meeting Minutes of the RAD Resident Update
February 26, 2022

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 1:00 P.M.

I ROLL CALL

The following Staff were present: Tony Lentych, Executive Director. Sixteen (16) residents attended the meeting and 15 signed the registration sheet.

II BUSINESS

- A. Meeting Minutes from September 16, 2021 and December 22, 2021 were distributed.
B. Staff welcomed everyone and announced the following agenda items would be covered during the meeting:

- Review of the RAD Process
- Closing and Construction Time-line Review
- Financing Plan Process
- Relocation Plan Description

All of the above items were addressed during the Presentation.

- C. There was a thirty (30) minute Question & Answer period after the presentation from staff.
D. The following is the summary of the meeting:

RAD was approved by TCHC in September of 2019 but it took a long time to assemble the financing for the rehabilitation of the building.

Our “Closing Date” is now believed to be in late May 2022. All parties have accepted that date and are working towards making that happen.

Construction would begin in June 2022 and the general plans were reviewed.

HUD has notified us of a preliminary approval of the Finance Plan and will be issuing a “draft” RCC (RAD Conversion Commitment) that will allow MSDHA to process our financial package.

The “Relocation Plan” was reviewed.

Staff also distributed several RAD FACT SHEETS from HUD that were recently “republished” and a new FACT SHEET on Section on RAD and Section 18 Blends.

Q & A

Each item presented received questions and comments. These included:

- How will assistance for “moving” work?
- When will we know the final construction calendar?
- Will there be help with pets during construction?
- When will residents have to sign the new lease?

Feedback was recorded and will be incorporated whenever possible.

Staff announced that there will be another meeting next month (March).

III ADJOURNMENT

The meeting was closed at 1:57 P.M.

Respectfully submitted,



Tony Lentych, Executive Director

<u>APT</u>	<u>NAME (PRINTED)</u>	<u>SIGNATURE</u>
901	MARIE SCHAFER	Marie Schaffer
203	SAMM	Samm
306	Irene Lillie Irene Lillie	Irene Lillie
501	Elizabeth Osborne	Elizabeth Osborne
305	Claudia Torelli	Claudia Torelli
908	Ellen Corcoran	Ellen Corcoran
308	JEFF TURNER	JEFF
105	Susan Albee	Susan Albee
701	Kate Robb	Kate Robb
911	Christy Crawford	Christina Crawford
5003	MARY JAN KOWSK for Carley Jankowski	Mary Jankowski
708	Lois DeHart	Lois DeHart
812	Pam S KOLE	Pam S. Kole
907	W. D. Pegate	W. D. Pegate

FACT SHEET #14

RAD and Section 18 Blends



Section 18 of the Housing Act of 1937 provides authority for public housing properties to be demolished or sold. Sometimes, Section 18 is used together with RAD in order to preserve or replace the affordable housing.



What Is Section 18?

Section 18 is a program that allows public housing authorities (or “PHAs”) to sell or demolish public housing properties. A “sale” can be from the PHA to an affiliate of the PHA or to a completely new owner. In the RAD context, the PHA often stays involved in the ownership. When HUD approves a property for sale under Section 18, HUD provides the PHA with new Section 8 voucher funding so that the PHA can continue providing rental assistance to the same number of families that were assisted through the public housing program. Section 18 was originally designed for properties that are physically obsolete or that pose a health or safety risk to residents. More recently PHAs have used Section 18 to switch from the public housing program to the Section 8 program because the voucher funding provides more resources to the property than the public housing funding would, resources which can be used to make improvements to the property.



What Is a RAD/Section 18 Blend?

In some cases, a PHA may choose to use both RAD and Section 18 together in order to preserve or renovate a property. A PHA may do this because it can allow the property to generate more funding to pay for the construction or rehab. When this occurs, the units assisted under public housing must be fully replaced with Section 8 assistance—Project-based Voucher (PBV) or Project-based Rental Assistance (PBRA). Further, all the former residents have the same rights and protections described in these Fact Sheets.



How Will I Know If My Property Is Undergoing a RAD/Section 18 Conversion?

Any PHA that wants to pursue a RAD/Section 18 blend must adhere to the RAD resident consultation and meeting requirements. A PHA must state their intent in their PHA Plan and must host a public hearing to allow for resident and community input. For more information, see **Fact Sheet #5: Resident Engagement and Consultation**.



What Are My Rights Under a RAD / Section 18 Conversion?

Under a RAD/Section 18 blend, a resident has all the protections that would come with a RAD conversion including:

- Right to return;
- Right to tenant participation funds;
- Right to tenant grievance procedures;
- Protection for residents who may be over-income or over-housed;
- Continued Participation in the Family Self Sufficiency (FSS) & Resident Opportunity for Self Sufficiency (ROSS) programs;
- Resident notice and meeting requirements; and
- Relocation assistance and payments.



Chicago, IL


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: TCHC-BATA Transit Oriented Development Update

MESSAGE:

On March 22, 2022 the Garfield Township Trustees unanimously voted to approve the PUD for our project! After nearly two years of work, this is a big accomplishment. The Planning staff's final review document is attached. There was one additional stipulation relating to the agreement between TCHC and BATA. Some of the language that was agreed to last August is no longer relevant today and, in fact, appeared to contradict the Townships instructions. We will correct as needed. All other conditions were known in advance.

MSHDA has advised us that it may not be wise for us to apply for the next round of 9% tax credits (due on April 1) due to the lack of monies available in our categories. We are going to continue working on other financial possibilities like a 4% tax credit application. The 4% program has more of an "open window" for applications. We also are seeking funding to fill "the financial" gap should we submit such an application to MSHDA.

The Record Eagle has inquired about this project's status and may publish a story on the approval. We also published a document entitled, "The Center of It All" that emphasizes the financial impact of the overall project.

ATTACHMENTS: Final Review Memorandum, March 22, 2022



Charter Township of Garfield Planning Department Report No. 2022-24

Prepared:	March 16, 2022	Pages:	14
Meeting:	March 22, 2022 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	BATA/TCHC Transit-Oriented Mixed-Use PUD Final Review – Public Hearing/Decision		
Applicant:	Bay Area Transportation Authority (BATA)/Traverse City Housing Commission (TCHC)		
Owner:	LaFranier Trust Properties, Dixie Roethlisberger		
File No.	PUD 2020-02		
Parcel No.	05-023-042-01 (part) and 05-023-042-30		

SUBJECT SITE:

- Northeast corner of LaFranier Road and Hammond Road
 - The address for 05-023-042-01 is 2051 N. Garfield Road
 - There is no address for 05-023-042-30
- 53.2 acres in area (portion of a 77.1-acre site)
- Currently undeveloped land
- Zoning District – A-Agricultural
- Master Plan – High Density Residential

Aerial image of the subject site (parcel lines highlighted in blue, proposed project site highlighted in red):



BACKGROUND:

On January 13, 2021, the Planning Commission received introduction of a Planned Unit Development (PUD) application from the Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC). The application was accepted by the Planning Commission and a public hearing was held on February 10, 2021. Following the public hearing, the applicant provided updated information on the project to the Planning Commission at its regular meetings in March and April. On April 14, 2021, the Planning Commission made a site visit to tour the proposed project location.

On May 12, 2021, the Planning Commission approved findings of fact for preliminary approval of the PUD and recommended preliminary approval by the Township Board subject to conditions. On May 25, 2021, the Township Board granted preliminary approval of the PUD subject to conditions.

An update to the Planning Commission was provided at its meeting on September 8, 2021. Following a completeness review by Staff on January 5, 2022, a revised submission for final PUD review was presented to the Township on January 28, 2022. On February 9, 2022, the Planning Commission approved findings of fact for final approval of the PUD and recommended final approval by the Township Board subject to conditions. The Township Board set a public hearing for its regular meeting on March 22, 2022.

PURPOSE OF APPLICATION:

The joint application from BATA and TCHC proposes a PUD for a transit-oriented, mixed-use development that includes the following uses and structures:

Use/Structure	Developer
210 multi-family residential units in five 3-story buildings 100 studio units (400 sf) – 48% 70 one-bedroom units (600 sf) – 33% 40 two-bedroom units (800 sf) – 19%	TCHC
15 single-family residential lots	TCHC
<i>Total: 225 residential units</i>	
56,000-square-foot bus storage garage	BATA
16,000-square-foot bus maintenance facility	BATA
12,000-square-foot administration and dispatch building	BATA
<i>Total: 84,000 square feet</i>	
<i>Possible Future Additions: 26,875 square feet</i>	
<i>Total Possible Buildout: 110,875 square feet</i>	
Transfer station with three 300-square-foot shelters	BATA
400-square-foot bathroom facility	BATA
4,000-square-foot childcare center	Not identified
2,940-square-foot café/neighborhood commercial building	Not identified

PROCEDURE:

PUD applications shall be reviewed in a two-step process in accordance with Section 426.B Preliminary Review and Decision and with Section 426.C Final Review and Decision.

On May 25, 2021, preliminary approval of the PUD was granted by the Township Board with conditions. The applicant worked to address all conditions of preliminary approval before the application was brought back before the Planning Commission for final review and approval of the PUD. The Planning Commission conducted a Final Review, adopted Findings of Fact, and made a recommendation to the Township Board at its February 9, 2022 regular meeting.

According to Section 426.C(4), the Township Board shall hold a public hearing on the application for final review and decision. Following review and public hearing, the Township Board shall deny, approve, or approve with final conditions the request for final planned unit development approval. Approval of a planned unit development shall be incorporated in a Report and Decision Order that shall include the decision, the basis for the decision and any final conditions imposed.

RECOMMENDATION FOR FINAL APPROVAL WITH CONDITIONS:

At its meeting on February 9, 2022, the Planning Commission recommended *final* approval of the PUD to the Township Board subject to conditions. The conditions are listed below with response made by the applicant:

1. *The approval is for a transit-oriented, mixed use Planned Unit Development comprised of the following uses:*
 - a. *210 multi-family residential units in five 3-story buildings*
 - b. *15 single-family residential lots*
 - c. *An institutional use comprised of the following:*
 - i. *Administration office*
 - ii. *Bus storage garage*
 - iii. *Bus maintenance facility*
 - iv. *Dispatch facility*
 - d. *Bus transfer station with three shelters and bathroom facility*
 - e. *Childcare center*
 - f. *Neighborhood commercial building permitting the following uses:*
 - i. *Financial institution without drive-through*
 - ii. *Medical office, clinic*
 - iii. *Office*
 - iv. *Café, without drive-through. An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, coffee shops, and other similar establishments.*
 - v. *Retail, low volume. The sale or rental of good or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of less than five thousand (5,000) square feet. Low volume retail primarily services residents of the surrounding neighborhood.*
 - vi. *Service establishment, personal. Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.*

This is a statement of proposed uses only. **Recommended as a condition of final approval.**

2. *To ensure compliance with PUD eligibility requirements, after TCHC receives LIHTC Reservation Letter from MSHDA or equivalent grant award, BATA may begin construction of bus storage garage, bus maintenance garage, administration building, transfer station, and open space improvements in the Transit Phase. A copy of the LIHTC Reservation Letter from MSHDA or equivalent grant award shall be provided to the Township Board upon receipt by TCHC. TCHC must commence housing construction before BATA may make a request for Certificate of Occupancy. BATA must complete the transfer station and open space improvements in the Transit Phase at the same time or before completion of the bus storage garage, bus maintenance garage, and administration building.*

This statement has been provided in the Exhibit C – Proposed Development Schedule in the agreement between the two applicants. **Recommended as a condition of final approval.**

3. *Planned phased construction of the residential housing shall be noted on the plan.*

Phasing of multi-family housing has been noted on Sheets C4.0 and C4.1. **Condition has been met.**

4. *Upon purchase of the subject parcels by the applicant, the declaration of conservation easement shall be recorded with copies provided to the Township.*

Executed declaration of conservation easements will be provided upon property purchase. **Recommended as a condition of final approval.**

5. *All defeasible references and covenants shall be removed from both cross-access easement grants. Both easement grants shall provide descriptions of Parcel B.*

Executed easement grants with revised language will be provided upon property purchase. **Recommended as a condition of final approval.**

6. *A pedestrian path connection is required between the BATA transfer station and the main BATA facility.*

An additional pedestrian path has been proposed on Sheet C4.1. **Condition has been met.**

7. *The applicant shall participate in construction of a crosswalk across LaFranier Road.*

Crosswalk construction has been noted on Sheet C4.0. **Condition has been met.**

8. *All buses are to be parked indoors.*

Indoor parking of buses during non-business hours has been noted on Sheet C4.2. **Condition has been met.**

9. *Parking conditions for the first phase of the multi-family residential housing shall be reviewed prior to issuing a land use permit for second phase of the multi-family residential housing.*

Review of parking conditions after Phase I of residential housing has been noted on Sheets C1.1 and C4.1. **Condition has been met.**

10. *Proposed monument sign “A” shall be reduced to 40 square feet in area and the directional sign “B” on LaFranier Road shall be removed or altered to reflect emergency drive only.*

An updated Signage Plan has been proposed which addresses these items. **Condition has been met.**

11. *Approval of the land division of the subject parcels to conform to the site plan configuration of the Planned Unit Development.*

Land divisions will have to be reviewed and approval by Township will occur following purchase of property. **Recommended as a condition of final approval.**

12. *Establishing any site condominiums require review and approval by the Township prior to recording.*

Site condominium review and approval by Township will occur following purchase of property. **Recommended as a condition of final approval.**

13. *Any outstanding conditions of the final engineering reviews shall be met.*

All engineering reviews are complete. After submission of updated stormwater information by the Applicant, the Township Engineer has provided a review letter dated March 16, 2022. **Recommended as a condition of final approval.**

FINDINGS OF FACT:

The following Findings of Fact were approved by the Planning Commission at its meeting on February 9, 2022:

- 1) An application was presented to develop a transit-oriented, mixed-use PUD highlighted by transit and residential uses. PUD application and eligibility was evaluated and determined in PD Report 2021-7 and accepted by the Planning Commission on January 13, 2021. Following a recommendation by the Planning Commission, the Township Board granted Preliminary Approval of the PUD on May 25, 2021.
- 2) The proposed development will be comprised of 210 multi-family residential units in five 3-story buildings; 15 single-family residential lots; bus storage garage; bus maintenance facility; bus administration and dispatch building; transfer station with three shelters and bathroom facility; childcare center; and café/neighborhood commercial building.
- 3) The proposed development is to be located on 53.2 acres at the northeast corner of LaFranier Road and Hammond Road.

In its review of a PUD application the Township shall, at a minimum, consider the criteria as defined in Section 426.E(1) Scope of Authority – Uses through Section 426.E(4) Criteria.

(1) Scope of Authority - Uses

A planned unit development may include any principal and other use(s) permitted by right, permitted under special condition or permitted by special use permit in the zoning district where the land is located. The Township Board may also authorize principal and other uses not permitted in the zoning district where the land is located, provided appropriate findings of fact are made demonstrating that:

- (a) The proposed uses, within the context of the overall development plan, are harmonious and compatible with the planned uses of the site and the surrounding area, as provided for within the master plan*

The proposed uses include a mix of residential, industrial/institutional, and commercial including multi-family and single-family residential housing units, BATA headquarters building, bus maintenance garage, storage facility, transfer station, driver's restroom building, childcare center, and café.

The current zoning of the site is A-Agricultural, and the Future Land Use designation is High-Density Residential, 6-10 units per acre. Multi-family residential housing is not permitted in the A-Agricultural district but is permitted in the R-3 Multi-Family Residential district, which is the most compatible zoning district to the Future Land Use designation of High-Density Residential. From the Master Plan description for the High-Density Residential designation: “This designation provides areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development.”

The BATA headquarters building, the bus maintenance garage, and storage facility all include elements of office, institutional, and industrial uses. Institutional Uses and Structures are permitted by Special Use Permit in the A-Agricultural district. Across Hammond Road, the zoning is I-G General Industrial. The bus maintenance garage is the most industrial use proposed and it would face these sites zoned as I-G on the other side of Hammond Road. Furthermore, all BATA facilities will only be accessible off Hammond Road, except for an emergency entrance off LaFranier Road.

The transfer station and the driver’s restroom building also include some elements of institutional uses. The childcare center is permitted in the A-Agricultural district. Cafés or restaurants are not permitted in the A-Agricultural district, but the café as proposed would function as complementary to the housing and transfer station and help reinforce the concept of transit-oriented development as described in this proposal. While a café is planned, this commercial use designation has been expanded to include the following uses: financial institution without drive-through, medical office clinic, office, café/restaurant without drive-through, low volume retail, personal service establishment.

Pedestrian connections are provided through a wetland area at the center of the development, which provides an aesthetic buffer and diminishes any negative impacts between uses.

Overall, the complete proposal presents a mix of uses which are complementary with one another, compatible with surrounding existing and planned development, and may be considered as an opportunity for innovative transit-oriented development which is not achievable under any single zoning district.

(b) The proposed density is in accordance with the policies and objectives set out in the master plan; and

The Future Land Use designation for the site is High-Density Residential at 6-10 units per acre. The Master Plan description for the High-Density Residential Future Land Use designation states that: “Zoning district regulations should allow for market and design flexibility, while preserving the neighborhood character and permitting applicants to cluster development in order to preserve environmentally sensitive and natural land areas.” The PUD process allows this flexibility and allows the Planning Commission to consider the impact of this proposed development on neighborhood character, the environment, and other factors.

The residential phase of the proposed development includes 15 single-family lots and 5 three story multi-family buildings with 210 residential units. The 225 total residential units proposed on the 19.9 acres of the residential phase equals 11.3 units per acre while preserving 11.2 acres of wetland area. The overall density of the proposed development is 4.2 units per acre.

- (c) *In areas where the surrounding lands have been substantially developed in accordance with a particular land use character, pattern and density, the planned unit development shall be consistent and compatible with that existing land use character, pattern and density.*

The proposed uses in this application would be developed in accordance with the land use character of the neighborhood. North of the project site is the approved Village at LaFranier Woods PUD senior living complex and the approved Prince of Peace church. South of the project site is the Hammond Commerce Center industrial park. The proposed uses in this application offer the opportunity for a cohesive development that provides a transition to the uses on adjacent sites.

Location	Uses	Type of Uses
North of project site	Village at LaFranier Woods PUD (approved); Prince of Peace church (approved)	High-Density Residential; Institutional
Project site (northern portion)	Residential: high-density and single-family mix, transfer station, childcare center, café	High-Density Residential; Single-Family Residential; Institutional; Commercial
Project site (southern portion)	BATA headquarters and maintenance / storage	Institutional / Industrial
South of project site	Hammond Commerce Center industrial park	Industrial

(2) Scope of Authority – Dimensional Standards

A planned unit development may alter and establish lot size limits, required facilities, buffers, open space areas, density limits, setback requirements, height limits, building size limits, off-street parking regulations, landscaping rules, miscellaneous regulations, and intensity limits where such regulations or changes are consistent with the intent of this section and the standards set forth herein.

The Planning Commission has adjusted a limited number of dimensional standards as appropriate to allow for an improved design and layout. For the multi-family residential parking, the Planning Commission has accepted a measurement of one parking space per bedroom which creates a parking minimum of 250 parking spaces. The plan proposes a parking configuration that amounts to 260 parking spaces. Parking conditions will be reviewed prior to issuing a land use permit for the second phase of the multi-family residential development.

(3) Objectives

The following objectives shall be considered in reviewing any application for a planned unit development:

- (a) *To permit flexibility in the regulation of land development*

The project proposes a mix of uses which are not achievable under any single zoning district and which may be considered using the flexibility in regulation offered by the PUD process.

- (b) *To encourage innovation in land use and variety in design, layout, and type of structures constructed*

The proposed project provides an opportunity for transit-oriented development which would be an innovative land use in the Township with a unique design and layout.

- (c) *To achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities*

The transit-oriented development approach offers the possibility to locate people and services near a transit hub, allowing for access to other places throughout the region and encouraging efficiency in land use and the provision of public transit service.

- (d) *To encourage useful open space; to provide improved housing, employment, and shopping opportunities particularly suited to the needs of the Grand Traverse Region*

The proposed park area and trail connections between the Residential phase area to the Transit phase area provide useable open space. The housing component and the transit-oriented development approach offer the potential to provide improved housing and access to other opportunities throughout the Grand Traverse region.

- (e) *To encourage the innovative use, re-use, and improvement of existing sites and buildings; and*

The proposed project provides an opportunity for transit-oriented development which encourages the innovative use of sites.

- (f) *To permit development in accordance with the policies and objectives of the Charter Township of Garfield Master Plan.*

The complete proposal presents an overall mix of uses which are complementary with one another, compatible with surrounding existing and planned development, and may be considered as an opportunity for innovative transit-oriented development which is not achievable under any single zoning district. The Township Master Plan also includes several implementation objectives for housing which may be advanced by this project, including:

- “Continue to implement zoning incentives such as density bonuses to encourage the development community to include particular housing types in high demand in the Township, such as single-bedroom apartment units and accessible housing options for seniors and individuals with disabilities.”
- “Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.”
- “Continue to incorporate subsidized units in developments via state and federally administered programs.”

(4) Criteria

In order to foster the attractiveness of a planned unit development and its surrounding neighborhoods, preserve property values, provide an efficient road and utility network, ensure the movement of traffic, implement comprehensive planning, and better serve the public health, safety, and general welfare, the following criteria apply to planned unit developments. These criteria shall neither be regarded as inflexible requirements, nor are they intended to discourage creativity or innovation.

- (a) *The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;*

- Finding: The Planning Commission finds that this standard HAS BEEN MET because the application proposes a variety of uses, including workforce housing and transit operations, while providing a transition from industrial to multiple family residential uses. The application proposes residential, industrial/institutional, and commercial as the mix of uses for the site including TCHC residential housing buildings, BATA headquarters building and bus maintenance and storage facility, a bus transfer station with three shelters and bathroom facility, a childcare center, and a café. Collectively, these uses create a transit-oriented, mixed-use development, which is a type of urban development that includes residential, business, and other uses within walking distance of a central transit stop.

The proposed transit-oriented design of the development presents an innovative and unique approach for this community. A goal of the overall development is to have the residents live next to a bus transfer station and take public transit to work or to other day-to-day destinations.

The BATA headquarters building, the bus maintenance garage, and storage facility all include elements of office, institutional, and industrial uses. Institutional Uses and Structures are permitted by Special Use Permit in the A-Agricultural district. Across Hammond Road, the zoning is I-G General Industrial. The bus maintenance garage is the most industrial use proposed and it would face these sites zoned as I-G on the other side of Hammond Road. Furthermore, all BATA facilities will only be accessible off Hammond Road, except for an emergency entrance off LaFranier Road.

Pedestrian connections are provided through a wetland area at the center of the development, which provides an aesthetic buffer and diminishes any negative impacts between uses.

The site possesses natural features including forested and open wetlands. A significant part of the natural features is to be preserved and provide an aesthetic and recreational asset to the overall development.

(b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed development is in an area with a variety of existing residential, industrial, and commercial uses and served by existing available services. Engineering reviews were completed to ensure that water and sewer service, road design, and emergency service requirements have been fully met.

(c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;

- Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed development includes complimentary uses for residents and workers including a bus transfer station, a childcare center, and a café. Outdoor amenities include a large natural conservation area, walking paths and boardwalks, play area, gazebo, pergola, and bird watching platform.

(d) *Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;*

- Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed development has an extensive landscaping plan that utilizes existing trees where possible and provides landscaped buffers with adjacent properties. Approximately 20 acres of preserved open space, including wetlands will be protected with a conservation easement. The recording of the conservation easement shall occur after the subject parcels are purchased by the applicant.

(e) *Existing important natural, historical and architectural features within the development shall be preserved;*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the applicant has provided open space on the property. A wetland delineation for the site has been verified to ensure that wetland setback requirements are met to help preserve these important natural features. There are no known historical or architectural features on the site.

(f) *Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the residential buildings and childcare center on the northern portion of the site will be designed around a central open space in a design harmonious with one another while the bus headquarters and maintenance facilities will be on the southern portion of the site facing Hammond Road and the industrial park on the south side of the road.

(g) *With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed roadways, drives, sidewalks, and walking paths are laid out in a cohesive manner, including safe and separate areas for pedestrians and vehicles. The Zoning Ordinance allows for one access drive from the parent parcel to Hammond Road and two access drives from the parent parcel to LaFranier Road, on either side of the wetlands. The site plan shows the housing, bus transfer station, and associated uses will be accessed from LaFranier Road. The bus administration, storage, and maintenance facility will be accessed from Hammond Road with an emergency only access on LaFranier Road. The Grand Traverse County Road Commission has approved driveway access for the site. All buses are to be parked indoors.

(h) *Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because consistent landscaping is proposed that is attractive and serves to provide buffers where needed.

(i) *The development consolidates and maximizes useable open space;*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan provides approximately 16 acres of useable open space. Common areas and activities have also been identified, including walking paths and boardwalks, play area, gazebo, pergola, and bird watching platform.

(j) *The benefits of the development are not achievable under any single zoning classification; and*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the development plan presents an innovative transit-oriented, mixed-use development which is not achievable under any single zoning district.

The development proposes residential, industrial/institutional, and commercial as the mix of uses for the site including TCHC residential housing buildings, BATA headquarters building and bus maintenance and storage facility, a bus transfer station, a driver's restroom building, a childcare center, and a café. Collectively, these uses create a transit-oriented, mixed-use development, which is a type of urban development that includes residential, business, and other uses within walking distance of public transport, such as a central transit stop. It aims to increase public transport ridership by reducing the use of private cars and by promoting sustainable urban growth.

Collectively, the proposed development includes the following unique aspects:

- i. Housing next to the bus transfer station allows residents and neighbors to take public transit to work or to other day-to-day destinations.
- ii. Locating the bus transfer station on the same site as BATA headquarters affords improved operations as the regional transit provider all at one location.
- iii. Housing on the same site may provide a residential opportunity for BATA employees.
- iv. The childcare center and supportive neighborhood commercial uses benefit residents, employees, and neighbors.
- v. The site is designed as a well-planned campus that includes useable open space features.

(k) *The development is compatible with the intent and purpose of the adopted master plan.*

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the complete proposal presents an overall mix of uses which are complementary with one another and are compatible with the surrounding existing and planned development. The adopted Master Plan also states several implementation objectives for housing which may be advanced by this project, including the following objective:

Continue to use the Township's Zoning Ordinance to encourage a wide variety of housing type and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.

The site is located within an area of other compatible institutional uses, including the Grand Traverse County Road Commission, Cherryland Humane Society, Prince of Peace Church (approved site plan), Grand Traverse County Health Department, and the Grand Traverse County Public Services Building.

The residential phase includes 15 single-family lots and 5 three story multi-family buildings with a total of 210 residential units. The 225 total residential units proposed on the 31.7-acre residential phase equals 7.1 units per acre.

ACTION REQUESTED:

The following motion is offered for consideration:

MOTION THAT the Findings of Fact for application PUD 2020-02, as presented in Planning Department Report 2022-24, BE ADOPTED.

The following motion is to grant *final* approval for the project in accordance with Section 426 of the Zoning Ordinance, subject to the conditions as noted.

MOTION THAT Application PUD 2020-02, submitted by the Bay Area Transportation Authority and the Traverse City Housing Commission for a transit-oriented, mixed-use Planned Unit Development, BE APPROVED, subject to the following conditions:

1. The approval is for a transit-oriented, mixed use Planned Unit Development comprised of the following uses:
 - a. 210 multi-family residential units in five 3-story buildings
 - b. 15 single-family residential lots
 - c. An institutional use comprised of the following:
 - i. Administration office
 - ii. Bus storage garage
 - iii. Bus maintenance facility
 - iv. Dispatch facility
 - d. Bus transfer station with three shelters and bathroom facility
 - e. Childcare center
 - f. Neighborhood commercial building permitting the following uses:
 - i. Financial institution without drive-through
 - ii. Medical office, clinic
 - iii. Office
 - iv. Café, without drive-through. An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, coffee shops, and other similar establishments.
 - v. Retail, low volume. The sale or rental of good or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of less than five thousand (5,000) square feet. Low volume retail primarily services residents of the surrounding neighborhood.
 - vi. Service establishment, personal. Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.

2. To ensure compliance with PUD eligibility requirements, after TCHC receives LIHTC Reservation Letter from MSHDA or equivalent grant award, BATA may begin construction of bus storage garage, bus maintenance garage, administration building, transfer station, and open space improvements in the Transit Phase. A copy of the LIHTC Reservation Letter from MSHDA or equivalent grant award shall be provided to the Township Board upon receipt by TCHC. TCHC must commence housing construction before BATA may make a request for Certificate of Occupancy. BATA must complete the transfer station and open space improvements in the Transit Phase at the same time or before completion of the bus storage garage, bus maintenance garage, and administration building.
3. Upon purchase of the subject parcels by the applicant, the declaration of conservation easement shall be recorded with copies provided to the Township.
4. All defeasible references and covenants shall be removed from both cross-access easement grants. Both easement grants shall provide descriptions of Parcel B. Upon purchase of the subject parcels by the applicant, the easement grants shall be reviewed by the Township and shall be recorded with copies provided to the Township.
5. Approval of the land division of the subject parcels to conform to the site plan configuration of the Planned Unit Development.
6. Establishing any condominiums require review and approval by the Township prior to recording.
7. The requirements of the Township Engineer (GFA) review letter dated March 16, 2022 shall be met.
8. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.

Any additional information the Township Board deems necessary should be added to this motion.

Attachments:

Documentation from Mansfield Land Use Consultants dated March 11, 2022, including the following information:

1. Phasing Plan
 - a. Joint Development Agreement including Exhibit C - Proposed Development Schedule
2. EGLE Wetland Identification Report
 - a. Wetland delineation verification by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) dated July 14, 2021
3. Declaration of Conservation Easement
4. Easement Grants
 - a. Easement grants providing cross access to adjacent properties
5. Traffic Impact Review
 - a. Traffic Impact Study prepared by Progressive AE – March 5, 2021 (Summary only)
 - b. Traffic Impact Study Review prepared by OHM – April 28, 2021
 - c. Response to Traffic Impact Study Review prepared by Progressive AE – May 5, 2021
6. Parking Program for Carriage Flats (Multi-Family Housing)

7. Agency Review Letters
 - a. Grand Traverse County Road Commission Permit – January 3, 2022
 - b. Grand Traverse Metro Fire Department Reviews – ID # P-1262-M7008 – August 26, 2021 and November 1, 2021
 - c. Township Engineer (GFA) – Stormwater and Private Road Reviews – January 4, 2022, January 21, 2022, and March 16, 2022
 - d. Township Engineer (GFA) – Water and Sewer Review – January 3, 2022
 - e. Grand Traverse County Soil Erosion & Sedimentation Control – November 18, 2021
8. BATA/TCHC PUD Plan Set – March 11, 2022 – Excerpt



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

NEW BUSINESS

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

Memorandum on Human Resource Partners Contract

Memorandum on CFP Annual Plan of Five-Year Plan


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: FSS Escrow Disbursement Request

MESSAGE:

As mentioned in the Monthly FSS Report, we have three (3) FSS Program Participants who are ready to graduate and are eligible to receive a disbursement from their escrow accounts.

Participant No. P-002-2123-09 has been in the FSS program since 2019. Although they still have time left on their contract, they have met all their goals and are ready to graduate early due to earning a higher income. This family started the FSS program while living at Orchardview.

Participant No. V-001-V16046 has been in the FSS program since 2015. This participant has been able to accumulate an escrow while living in one of our supportive housing partner's apartments.

Participant No. V-001-V05185 has been in the FSS program since 2014. This participant has reached her contract time limit and has completed her goals. She has a full-time position at local pharmacy.

TCHC staff have reviewed this action is recommending the disbursements to P-002-2123-09, V-001-V16046, and V-001-V05185.

Total Escrow amount to be distributed today is \$39,311.45, therefore, I respectfully request a motion to disburse this amount.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: HRP Consultant Contract

MESSAGE:

The Executive Committee asked me to renew the relationship with our HR consultant in order to conduct a full review of your Executive Director (me). Attached you will find the proposal that outlines the process and the costs. The Executive Committee has reviewed this contract and is recommending its approval.

Should you wish to move forward with this process, a simple motion to authorize the Executive Director to engage Human Resource Partners (HRP) for the purposes outlined in the proposed (or amended) contract.

Kate Greene is planning to attend our meeting in order to answer questions and to explain the process in more detail.

ATTACHMENT: Proposed HRP Contract
Bio



Proposal for Services- Traverse City Housing Commission (TCHC)

Objectives

- Review and update the position description for the Executive Director.
- Create and administer a process for evaluating and discussing the performance of the Executive Director.

Approach

I. Position Description update

This includes a review of the current version, capturing current duties of the Executive Director (ED), and then discussing with board representatives to ensure the position requirements and key duties are accurately represented. We also review the position for FLSA Status and include any physical requirements for legal compliance.

II. Performance Feedback

Our understanding is that the board and the ED would like to create a process that provides feedback from the board, peers in the community, and possibly staff. In our initial planning meeting, we will meet with the ED and representatives of the board to clarify outcomes, identify the performance criteria and any other considerations for the survey.

From there HRP will propose a format (or formats) designed with identified outcomes and considerations in mind. This includes how the survey will be administered (electronically or verbally), what questions will be asked, how results will be reported and what follow up will be needed.

The results, once compiled, are typically reviewed first with the ED. HRP will work with the ED on follow up items, which often include identifying 2-3 areas he will focus on and then creating a presentation of results to deliver to all respondents and the board. Reporting back often means sharing high-level results and more importantly, actions that will be taken as a result of the information. These items often are the basis for goals or criteria that can be used for the next evaluation period. Reporting back is a critical step to maintaining integrity of the process and ensuring success of subsequent surveys.

Post process, we evaluate, adjust and document the process so it can be repeated at regular intervals.

Timeline

HRP can begin this project in mid- April 2022, with the goal of having results back to the board and respondents by the end of May, depending on TCHC Board availability.

333 Sixth Street
Traverse City
Michigan 49684

Kate: 231.409.9175

Agreement and Confidentiality

All information received from the TCHC, the Client, **will be treated as confidential** except information, which was or becomes generally available to the public other than as a result of a disclosure by the TCHC was or becomes available to HRP from a source other than the TCHC or its agents; or was known to HRP prior to the disclosure by the TCHC.

HRP is the owner of, including copyright, of all the process, materials and training programs developed for, and provided to, the client. The client, the TCHC, is granted a **nontransferable license to reproduce materials** for in-house use with its employees. The client may not provide or resell HRP processes or training programs to other parties without prior HRP written authorization.

HRP training materials and advice are intended to enhance personal and organization performance, and **are not legal advice**. HRP encourages its customers to seek legal advice if questions exist about employment practices and procedures.

The Client will indemnify and hold HRP harmless to the extent permitted by law against all losses, damages, costs, and expenses including reasonable attorney fees, resulting from any breach of any warranty, representation or covenant contained in this agreement.

This agreement shall be governed and construed in accordance with the laws of the State of Michigan and shall benefit and be binding upon the parties and their respective successors and assignees. This section shall survive the termination of this agreement.

Investment (Estimated)

<u>Item</u>	<u>Hours</u>	<u>Cost</u>
I- Update and Revise Position Description	4-5	\$ 6-750
II- Performance Feedback Process (planning, design, administration, reporting)	15-22	\$ 2,250 – 3,300

Estimate (not to exceed amount): \$ 4,050

Note: HRP fees are \$150/hour. HRP only bills for the time used. If the time exceeds the amount estimated HRP will advise the TCHC of the adjustments needed. Client will be billed at the beginning of the month for the previous month of services, net 15.

This quote is valid for 30 days. Thank you for the opportunity to present this proposal.
If you have any questions regarding this arrangement, please do not hesitate to contact me.

Acknowledged and Accepted:



Traverse City Housing Commission Representative

Kate Greene, Human Resource Partners

Date: _____

Date: March 16, 2022

A recommendation from Rotary Charities – experience working with nonprofit partners and agencies:



Kate Greene, SPHR, GPHR

Kate Greene is the co-founder and President of Human Resource Partners. Kate is a strategic partner with organizations to improve employee communication and performance through training, systems implementation and one-on-one coaching. Kate's clients include front-line supervisors and middle managers, to senior executives, boards and owners in small to multi-million dollar organizations. Throughout her career, Kate has focused on recruiting strong contributors and developing managerial and leadership skills in the organizations and clients she supports.

In addition to a Bachelor's Degree in Human Resources from Michigan State University, Kate has attained the highest of professional certifications, including a Senior Professional in Human Resources (SPHR, 2001) and Global Professional in Human Resources (GPHR, 2006). In 2008 she became a certified facilitator of Ken Blanchard's Situational Leadership II, one of the most effective leadership development programs in the world.

Kate is a published author of numerous articles on human resource and training-related topics, and an instructor with Northwestern Michigan College Extended Education. As a community leader, she has served on several boards, including the Traverse Area Human Resources Association (President), the Traverse City Area Chamber of Commerce, the Community Reconciliation Service, and the Michigan State Human Resources Association.

Kate lives in Traverse City with her husband and three children.

Kate can be reached at (231)409-9175 or email at kate@humanresourcepartners.com




TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: March 25, 2022

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: 2022 HUD Annual Plan Update to the Five-Year Capital Fund Program Plan

MESSAGE:

Attached to this memorandum you will find our planned submission to the U.S. Department of Housing and Urban Development (HUD) for the required Annual Plan Update to the Five-Year Capital Fund Program (CFP). Our Five-Year CFP was adopted in 2020 and this represents our second annual update to that plan. We have followed all of the protocols for submission including public announcement and a public hearing – all of which were utilized to receive input to our Annual Plan Update.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD CFP ANNUAL PLAN UPDATE

March 25, 2022

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit Annual Plan Updates to the Five-Year Capital Fund Program (CFP) Plan; and

WHEREAS, the TCHC adopt its Five Year Capital Fund Program Plan in 2020 for the period ending in 2024; and

WHEREAS, the TCHC published the notice in the local paper of record and TCHC attempted to receive input from its own website and through a general Public Hearing that was held on March 25, 2022; and

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

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

The 2022 HUD Annual Plan for the Capital Fund Program is adopted and shall be submitted to HUD with all required authorizations and approvals from this body.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 11/30/2023

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.



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

CORRESPONDENCE

March 1, 2022 E-Mail from Attorney Carl Coan

“Center of It All” Brochure on the BATA/TCHC Project

Tony Lentych

From: Law Clerk <lawclerk@coanlyons.com>
Sent: Tuesday, March 1, 2022 4:16 PM
Subject: Fw: Lawsuit Damages

Dear Plaintiffs:

I am forwarding the message below on behalf of attorney, Carl Coan, III.

All the best,
Joseph Fons

From: Carl A. S. Coan, III
Sent: Monday, February 28, 2022 5:09 PM
To: Law Clerk <lawclerk@coanlyons.com>
Subject: Lawsuit Damages

Dear Plaintiffs:

I am happy to report that a list of the federal tax ID numbers for 550 of the 554 plaintiffs was submitted to the Department of Justice (DOJ) last week. If you recall, DOJ said it would not begin processing the payment of the damages until I could provide the tax ID numbers for all of the plaintiffs. In this case, they decided 550 out of 554 was sufficient.

After DOJ reviews the list, it will then submit a payment request to the Judgment Fund which is responsible for the payment of all damages awarded against the Federal Government. It is my understanding that because of the large number of plaintiffs in this case, DOJ will have to submit three separate payment requests to the Judgment Fund.

The Judgment Fund will review each request when it receives them. Assuming everything is in order, the Judgment Fund will wire the damages to the firm's trust account. I will then write and mail a check to each plaintiff.

This begs the question of when will you receive your check. I can only offer an educated guess. Depending on how quickly DOJ sends the payment requests to the Judgment Fund, and assuming there are no problems with the paperwork submitted by DOJ to the Judgment Fund, it will likely be several weeks before the funds are wired to our trust account. In the meantime, I will be writing checks and addressing envelopes so that I will be able to mail checks as soon as possible when I receive the funds.

It has been four years and three and a half months since we filed the lawsuit on November 15, 2017. However, I can clearly see the light at the end of the tunnel. We are almost at the end of the journey.

I look forward to mailing everyone their check. Please let me or Joseph Fons, who is forwarding this email on my behalf, know if you have any questions.

Carl A. S. Coan, III
Coan & Lyons
1100 Connecticut Avenue, N.W.
Suite 600
Washington, DC 20036

Center of It All!

An Innovative Transit Oriented Development

>>TC Housing - The Flats at Carriage Commons<<



A \$100 Million Investment Connecting Housing, Transit and the Community

New BATA Operations Center & TC Housing Commission Workforce
Housing Partnership Project Located in Garfield Township, Michigan



>>New BATA Operations Center<<

Project Goals:

- Address critical regional workforce housing needs.
- Connecting people to more readily available transportation options.
- Improve health outcomes for the households served.
- Relieve traffic congestion in job centers like downtown Traverse City and the South Airport Road corridor.
- Reduce workforce transportation and housing costs.

Project Costs:

- More than \$90 million combined
- Transit Phase: \$28 million
- Residential Phase: \$65 million



Economic Impact:

- More than \$90 million of long-term infrastructure economic impact will be integrated into the community.
- Fifty new full-time positions will be created as a result of the project in the sectors of public transit, childcare, retail, and housing.
- The project will employ more than 75 primary construction workers throughout the construction phases and generate more than \$15 million in short-term local spending.
- Located in Garfield Township, Traverse City, our region's economic center and Grand Traverse County's only Qualified Census Tract (QCT) in Opportunity Zone 5513. Providing direct and frequent access to public transportation to the low-income demographic of the area will have a direct economic benefit as well as the incentive for further development throughout the opportunity zone.

Funding:

- This project is leveraging significant funding resources from the Federal Government, State of Michigan and local sources with nearly one-third of the initial resources secured.
- Transit: Over \$17 million in funding from Federal and State Departments of Transportation and supplemented with authority capital funds.
- Housing: This project will leverage funding from the U.S. Department of Treasury's Low-Income Housing Tax-Credit with other program funding from the Michigan State Housing Development Authority.

Project Description:

New BATA operations center and workforce housing project (The Flats at Carriage Commons and Habitat for Humanity).

- **BATA:** Administration, operations, maintenance/service and bus garage facility that will be approximately 87,000 sf in size, employ up to 130 people and park up to 100 vehicles indoors with room for future expansion.
- **Flats at Carriage Commons:** Five (5) multifamily buildings with more than 200 units. Rents are expected to fall between \$680 and \$820 per month (including all utilities).
- **Habitat for Humanity:** Fifteen (15) single family homes.
- **Childcare:** Standalone state of the art childcare facility.
- **Conservation:** Permanent preservation of 20 acres of wooded wetland protecting the headwaters of Mitchell Creek.

Transit Oriented Development

BATA and the Traverse City Housing Commission are working to create the first, and one of the largest, rural transit-oriented development projects in the Midwest, establishing a national model for other communities to follow. This initiative is unique and will help address two of the top challenges facing this community: access to transportation and workforce housing.



Location:

More than 50 acre parcel located at the northeast corner of LaFranier and Hammond Roads in Garfield Township centrally located for both transit and housing needs. The location of this project uniquely supports the LaFranier Corridor linking housing, transportation, health care, assisted living, higher education and other public and community services located nearby, while preserving more than 20 acres of forested wetlands.

Timeline:

- Spring 2022: Finalize land purchase
- Summer/Fall 2022: Secure additional funding
- 2023: Sitework begins
- 2024: Phase One complete
- 2026: Project completed

Project Benefits:



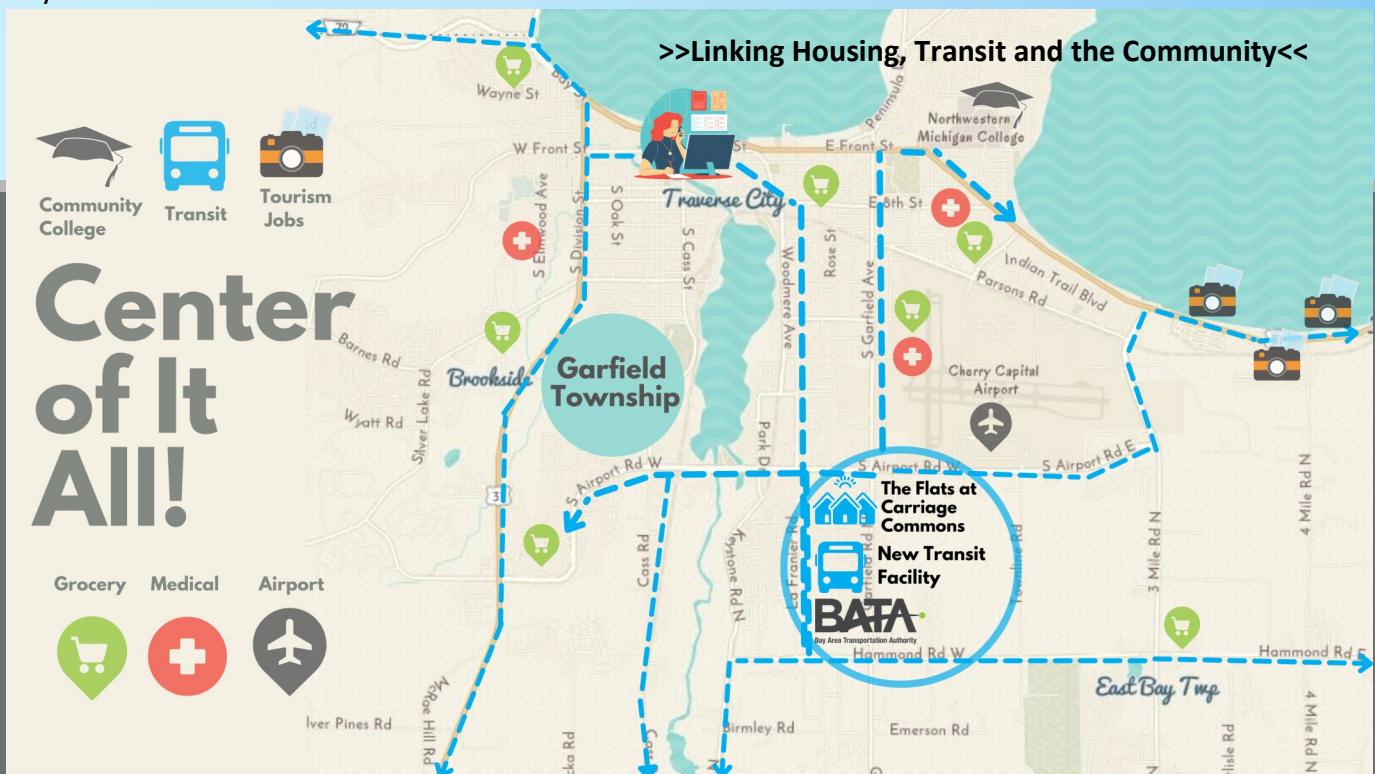
Green: Wetland areas throughout the parcels will be conserved through easements granted to the Grand Traverse Community Land Conservancy creating a walkable nature preserve for bird watching. Increased transit use and a more efficient parking layout means less asphalt and more green spaces reducing the number of required parking spaces from 1.5 to 1.1 spots per unit. BATA's facility will be a green-ready facility built to accommodate the electrification of its transit fleet.

Sidewalks & Multiuse Paths: Accessible sidewalks and multiuse paths will border the project site to improve overall walkability and multimodal connectivity.

Café: Space available for a local coffee café or sandwich shop, offering beverages and light grab-and-go food fare.

Bus Transfer Area: Provides connectivity for various BATA routes offering direct connections from high-density developments on LaFranier Road to downtown Traverse City and other places of employment in Garfield Township and beyond. Linking housing and public transit so people can get anywhere in Grand Traverse or Leelanau Counties linking jobs, retail, education and health and wellness necessities.

Park and Ride: Park and ride lot near the bus transfer area with up to 40 parking spaces to encourage public transit usage and reduce traffic congestion in downtown Traverse City. More efficiently serving close to 40,000 people and 18,000 housing units that encompass the northeast and southeast portions of Grand Traverse County.



For More Information or to Support this Project Contact:

Transit Project (New BATA Operations Center): Kelly Dunham; dunhamk@bata.net or Eric Lingaur; lingaure@bata.net

Housing Project (The Flats at Carriage Commons): Traverse City Housing Commission, Tony Lentych; tlentych@tchousing.org or Darren Smith, Smith & Henzy Affordable Group, Inc., dsmith@smithhenzy.com