



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**  
Thursday, May 25, 2023 at 9:00 A.M.

**LOCATION:**

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



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

# **MEETING AGENDA**

May 25, 2023



## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

## NOTICE

### **THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON THURSDAY, MAY 25, 2023 AT 9:00 A.M.**

#### **SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER**

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: MAY 22, 2023**

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

## AGENDA

### **I CALL TO ORDER & ROLL CALL**

### **II APPROVAL OF AGENDA**

### **III PUBLIC COMMENT**

### **IV CONSENT AGENDA**

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

- A. *April 28, 2023 Regular Meeting Minutes: Approval Recommended.*
- B. *Schedule of Disbursements for April 2023 for Public Housing Program: Approval Recommended.*
- C. *Schedule of Disbursements for April 2023 for HCV (Section 8) Program: Approval Recommended.*

- D. *Financial Statements for April 2023*: Approval Recommended.
- E. *Monthly Cash Position Report*: Approval Recommended.

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive & Finance Committee Meeting: May 12, 2023

**VI STAFF & PROGRAM REPORTS**

- A. Family Self-Sufficiency (FSS) Program Report: May 2023
- B. Resident Council Report: May 2023

**VII OLD BUSINESS**

- A. Memorandum on RAD Construction Progress: Review
- B. Memorandum on Parkview Senior Housing Apartments: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review
- D. Update on Executive Director Search: Discussion

**VIII NEW BUSINESS**

- A. Memorandum on Renewing TCHC Insurance Coverage: Action Required
- B. Resolution to Adopt TCHC FY 2024 HUD Income Limits: Action Required
- C. Resolution to Purchase the Ethos Investments interest in TC 1223, LLC: Action Requested

**IX CORRESPONDENCE**

- A. May 12, 2023 TC Ticker Article, “BATA, Acme Projects Break Ground”

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** June 16, 2023 at 9:00 A.M. **This will be the ANNUAL MEETING.**



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

# **CONSENT AGENDA**

April 28, 2023 Regular Meeting Minutes

Schedule of Disbursements for April 2023 Public Housing Program

Schedule of Disbursements April 2023 HCV (Section 8) Program

Financial Statements for April 2023

Statement of Cash Position on April 30, 2023

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**April 28, 2023**

A Regular Meeting of the Traverse City Housing Commission was called to order by Vice President Wayne Workman 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, Roger Putman, Mitchell Treadwell, and Wayne Workman.  
Heather Lockwood arrived at 9:10 A.M.
- Staff – Tony Lentych, Executive Director, Alisa Korn, Deputy Director, Kim Fehrenbach, Program Manager, and Judy Myers, Consultant.
- Residents – Carley Jankowski, Beth Loehner, and Jeff Turner.
- Guests/Public – Bryce Moore and Luran Oblinger.

**II      APPROVAL OF AGENDA**

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

**III     PUBLIC COMMENT**

Laura Oblinger, Rehmann, introduced herself and noted that she was available to answer specific questions, if needed, later in the meeting.

**IV     CONSENT AGENDA**

Commissioner Treadwell moved (Friend support) to accept the remaining items on the Consent Agenda as presented in the April 28, 2023 Meeting Packet.

**Roll Call**

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. March 24, 2023 Regular Meeting Minutes
- B. April 14, 2023 Special Meeting Minutes
- C. Schedule of Disbursements for March 2023 for the Public Housing Program.
- D. Schedule of Disbursements for March 2023 for Housing Choice Voucher / Section 8 Program.
- E. Financial Statements for March 2023.
- F. Cash Position Report for March 31, 2023.

It was noted that due to a staff vacation, the HCV bank account contained less funding that it usually would but that two (2) HAP payments were made during that month: March 1<sup>st</sup> and March 24<sup>th</sup>.

**V**      **COMMITTEE REPORTS**

- A. The meeting minutes from the March 31, 2023 Executive & Finance Committee meeting were presented. This meeting discussed the resignation of the Executive Director.
  
- A. The meeting minutes from the April 21, 2023 Executive & Finance Committee meeting were presented. Real estate project updates were reviewed and a lot of time was spent discussing East Bay Flats. Staff reported that there will be a contract for HR services to discuss at the next regular meeting.
  
- B. The meeting minutes from the April 25, 2023 Governance & Compliance Committee meeting were presented. It was noted that there will be no recommended changes to the By-Laws but the Commissioners will be provided the By-Laws for their annual review. The delay in Income Limits from HUD was discussed. The Investment of Excess Funds Policy was reviewed and will be the topic of a future meeting.

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

- A. The Executive Director's April Report was presented – it was noted that this is the Executive Director's final report. Staff noted that he enjoyed reporting in the manner on a monthly basis. It was noted that the meeting with Habitat for Humanity occurred and that a draft MOU will be negotiated soon.
  
- B. The April 2023 Family Self-Sufficiency Report was presented and accepted. There is a family about to start earning escrow.
  
- C. The Resident Council Report for April 2023 in the packet was reviewed. Staff attended a meeting that was well attended where his departure and the impending parking project, among other renovation items, were discussed in detail.

**VII**      **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented and briefly reviewed. By-Laws were distributed to Commissioners for their annual review.
  
- B. A memorandum on activities with the RAD Program was reviewed. The Parking Lot is the next major item that is next up on the schedule.
  
- C. A memorandum on the Parkview Senior Apartments (8<sup>th</sup> Street) was reviewed. There will be balconies but no patios – we are not please but we can live with that (but the apartments will be smaller to accommodate the balconies). Next month there will be some language to consider that buys-out our partner that co-owns the property with TCHC.
  
- D. A memorandum on the BATA/LaFranier Road project was reviewed. After some discussion, Commissioner Friend moved (Workman support) to authorize the Executive Director to file the Conservation Easement which is a requirement of both the Township (PUD) and of

Michigan Department of Environment, Great Lakes, and Energy (EGLE) for purposes of receiving a final permit to proceed. The motion was approved unanimously.

**VIII NEW BUSINESS**

- A. A memorandum on the hiring of Rehmann to conduct a search for a new Executive Director was presented and discussed. Laura Oblinger was asked to review the proposal and she answered several technical questions on how her company engages with a client for these services. After a lengthy discussion, staff recommended two motions in order to execute the contract. Commissioner Workman moved (Putman support) to suspend the normal procurement procedures in order to consider a single bid (several other HR firms responded that they were too busy to submit a proposal). The motion was approved unanimously.

Commissioner Workman moved (Putman support) to authorize TCHC President Heather Lockwood to execute a professional services contract with Rehmann, as reviewed at the April 28, 2023 Regular Meeting.

**Roll Call**

Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was unanimously approved.

BREAK 9:57 A.M. President Lockwood announced a break so that Laura Oblinger could discuss next steps with the Executive Committee members prior to her departure from the meeting. The Meeting resumed at 10:08 A.M.

- B. A resolution on how TCHC would handle real estate deals once the Executive Director departs. After a brief discussion, Commissioner Lockwood moved (Putman support) that the Traverse City Housing Commission authorize its Vice President, Wayne Workman, to execute any and all documents related to the real estate development operations which have been previously approved by TCHC or to execute any and all documents that he may deem appropriate relating to any property development project in which TCHC has an interest effective from May 17, 2023 until a new Executive Director is hired and authorized to act in his place.

**Roll Call**

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-02.



- C. A resolution to amend the current contract with Consultant Judy Myers was introduced by staff. Commissioner Workman moved (Friend support) to authorize President Heather Lockwood to execute an amended professional service contract (as reviewed at the April 28, 2023 Regular Meeting) for independent contractor Judy Myers.

**Roll Call**

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-03.

- D. A resolution to appoint a new Secretary for the Traverse City Housing Commission was introduced by staff. Obviously, the departure of the Executive Director means this position will be open. After a brief discussion, Commissioner Friend (Lockwood support) that the position of Secretary as described in the TCHC By-Laws be filled by the consultant, Judy Myers, until August 31, 2023.

**Roll Call**

Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-04.

- E. A resolution pertaining to the build-out of the sewer and water infrastructure on the LaFranier Road project was introduced by staff. Since BATA is starting their project, TCHC has an obligation to participate in this build-out. It was noted that TCHC will be reimbursed for most of these costs as other property owners utilize this new infrastructure. After discussion, Commissioner Lockwood moved (Workman support) that TCHC authorize its Executive Director and/or its Vice President to execute an agreement with Bay Area Transpiration Authority to address installation costs for sewer and water infrastructure per the Planned Unit Development (PUD) as approved by Garfield Township and its engineering professionals not to exceed the amount of \$1,100,000.00.

**Roll Call**

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The resolution was unanimously approved. It will be recorded as Resolution No. 2023-05.

**IX**      **CORRESPONDENCE**

Four (4) items of correspondence were received into the record. This include three articles on the resignation of the Executive Director and the press statement issued by TCHC on this matter.

**X**        **PUBLIC COMMENT**

None.

**XI**      **COMMISSIONER COMMENT**

Commissioner Treadwell thanks staff for his “years of service”.

Commissioner Workman send a message to staff that he is often downtown and will be glad to stop in and assist as needed.

Commissioner Lockwood expressed a deep appreciation for staff and everything that was accomplished by the housing commission in recent years.

Commissioner Friend thanked staff for allowing him to keep a promise to his mother to serve others in a meaningful way.

**XII**     **ADJOURNMENT**

Commissioner Putman moved (Friend support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:40 A.M. It was announced that the next regular meeting will be on THURSDAY, May 25, 2023 at the Governmental Center.

Respectfully submitted,

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Tony Lentych, Executive Director and Recording Secretary

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Heather Lockwood, President

Date: 05/16/2023  
Time: 12:44:40

Traverse City Housing Commission  
Check Register Summary Report  
Huntington Bank  
From: 04/01/2023 To: 04/30/2023

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
04/04/2023	EFT	Internal Revenue Service	3,368.70		251,715.60
04/04/2023	EFT	State of Michigan	582.10		251,133.50
04/04/2023	EFT	4 Front Credit Union	89.18		251,044.32
04/04/2023	EFT	Alisa Korn	2,113.96		248,930.36
04/04/2023	EFT	Kim Fehrenbach	1,687.90		247,242.46
04/04/2023	EFT	Anthony Lentych	2,831.34		244,411.12
04/04/2023	EFT	Larry G. Freeman	422.88		243,988.24
04/04/2023	EFT	James Liberty	1,228.75		242,759.49
04/04/2023	EFT	Nicholas Richards	1,238.62		241,520.87
04/04/2023	EFT	Michael Walters	1,745.34		239,775.53
04/04/2023	EFT	Henry Webb	724.66		239,050.87
04/04/2023	EFT	Principal Life Insurance Co.	1,001.24		238,049.63
04/04/2023	DEP			2,695.21	240,744.84
04/05/2023	DEP	U.S. Dept. of HUD		18,933.00	259,677.84
04/13/2023	DEP			38,356.48	298,034.32
04/13/2023	041336	City Of Traverse City	60.00		297,974.32
04/13/2023	041337	DTE ENERGY	35.00		297,939.32
04/13/2023	041338	Vision Service Plan	59.62		297,879.70
04/13/2023	041339	AmRent	40.40		297,839.30
04/13/2023	041340	City Of Traverse City	112.01		297,727.29
04/13/2023	041341	Environmental Pest Control	130.00		297,597.29
04/13/2023	041342	Grand Traverse County DPW	483.00		297,114.29
04/13/2023	041343	Integrated Payroll Services, Inc.	64.80		297,049.49
04/13/2023	041344	Byte Productions, LLC	60.00		296,989.49
04/13/2023	041345	Housing Authority Accounting...	1,445.65		295,543.84
04/13/2023	041346	City Of Traverse City	193.78		295,350.06
04/13/2023	041347	McCardel Water Conditioning	10.00		295,340.06
04/13/2023	041348	R.W. Popp Excavating, Inc.	292.00		295,048.06
04/13/2023	041349	MHDA	100.00		294,948.06
04/13/2023	041350	Cadillac Housing Commission	298.76		294,649.30
04/13/2023	041351	Michael Walters	212.19		294,437.11
04/13/2023	041352	Verizon Wireless	15.84		294,421.27
04/13/2023	041353	Quadient Finance USA, Inc.	149.85		294,271.42
04/13/2023	041354	Safety Net	314.50		293,956.92
04/13/2023	041355	Staples	79.83		293,877.09
04/13/2023	041356	Granite Telecommunications	348.43		293,528.66
04/13/2023	041357	Great Lakes Business Systems, Inc.	397.31		293,131.35
04/13/2023	041358	Republic Services #239	1,539.82		291,591.53
04/13/2023	041359	Spectrum Business	189.98		291,401.55
04/13/2023	041360	Ace Hardware	209.68		291,191.87

Traverse City Housing Commission  
**Check Register Summary Report**  
 Huntington Bank  
 From: 04/01/2023 To: 04/30/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
04/13/2023	041361	Cardmember Service	2,946.32		288,245.55
04/13/2023	041362	Kim Fehrenbach	150.25		288,095.30
04/13/2023	041363	Kim Fehrenbach	227.50		287,867.80
04/13/2023	041364	Kuhn Rogers PLC	1,258.00		286,609.80
04/13/2023	041365	SAM'S CLUB	270.16		286,339.64
04/17/2023	041366	Grand Traverse County	21,583.15		264,756.49
04/17/2023	041367	4 Front Credit Union	1,880.00		262,876.49
04/18/2023	EFT	Internal Revenue Service	3,435.03		259,441.46
04/18/2023	EFT	State of Michigan	571.76		258,869.70
04/18/2023	EFT	4 Front Credit Union	89.18		258,780.52
04/18/2023	EFT	Kim Fehrenbach	1,691.67		257,088.85
04/18/2023	EFT	Alisa Korn	2,117.83		254,971.02
04/18/2023	EFT	Anthony Lentych	2,837.61		252,133.41
04/18/2023	EFT	Larry G. Freeman	847.68		251,285.73
04/18/2023	EFT	James Liberty	1,153.81		250,131.92
04/18/2023	EFT	Nicholas Richards	1,304.65		248,827.27
04/18/2023	EFT	Michael Walters	1,832.18		246,995.09
04/18/2023	EFT	Henry Webb	574.01		246,421.08
04/18/2023	EFT	Principal Life Insurance Co.	995.84		245,425.24
04/20/2023	041065	**VOID** City Of Traverse City	( 28,761.63)		274,186.87
04/20/2023	041368	City Of Traverse City	28,761.63		245,425.24
04/24/2023	DEP			16,154.92	261,580.16
04/27/2023	041369	Cardmember Service	4,498.51		257,081.65
04/27/2023	041370	Snap Printing	126.47		256,955.18
04/27/2023	041371	City Of Traverse City	31.00		256,924.18
04/27/2023	041372	DTE ENERGY	147.56		256,776.62
04/27/2023	041373	Integrated Payroll Services, Inc.	64.80		256,711.82
04/27/2023	041374	Safety Net	1,327.60		255,384.22
04/27/2023	041375	Quadient Finance USA, Inc.	47.41		255,336.81
04/27/2023	041376	Priority Health	2,567.60		252,769.21
<b>Total:</b>			78,454.70	76,139.61	

Traverse City Housing Commission  
**Check Register Summary Report**  
 PNC - Section 8  
 From: 04/01/2023 To: 04/30/2023

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2023	000281	TC Commons I LDHA, LLC	616.00		202,504.31
04/01/2023	000281	Dustin Ansonge	1,098.00		201,406.31
04/01/2023	000281	Ayers Investment Properties LLC	1,323.00		200,083.31
04/01/2023	000281	B & R RENTALS, LLC	679.00		199,404.31
04/01/2023	000281	Bay Front Apartments	397.00		199,007.31
04/01/2023	000281	Bay Hill Housing LDHALP	8,852.00		190,155.31
04/01/2023	000281	Bay Hill II	9,847.00		180,308.31
04/01/2023	000281	Elizabeth Beckett	238.00		180,070.31
04/01/2023	000281	Bellaire Senior Apartments	399.00		179,671.31
04/01/2023	000281	WODA Boardman Lake LHDALP	1,240.00		178,431.31
04/01/2023	000281	Brookside Commons LDHA, LP	3,837.00		174,594.31
04/01/2023	000281	Padrice Brown	532.00		174,062.31
04/01/2023	000281	Rebecca Carmien	242.00		173,820.31
04/01/2023	000281	Carson Square	6,329.00		167,491.31
04/01/2023	000281	Central Lake Townhouses	427.00		167,064.31
04/01/2023	000281	Cherrywood Village Farms, Inc.	3,263.00		163,801.31
04/01/2023	000281	TC Commons II LDHA LLC	870.00		162,931.31
04/01/2023	000281	Davis Investment Properties, LLC	629.00		162,302.31
04/01/2023	000281	Jack V. Dean	389.00		161,913.31
04/01/2023	000281	Five P Enterprises, LLC	509.00		161,404.31
04/01/2023	000281	Barbara A. Fleis	1,132.00		160,272.31
04/01/2023	000281	Lisa Forbes	537.00		159,735.31
04/01/2023	000281	Brian Gartland	755.00		158,980.31
04/01/2023	000281	Frankfort Housing LDHA LP	1,022.00		157,958.31
04/01/2023	000281	Michael Glowacki	433.00		157,525.31
04/01/2023	000281	David Grzesiek	303.00		157,222.31
04/01/2023	000281	Habitat for Humanity	306.00		156,916.31
04/01/2023	000281	Harbour Ridge Apts	839.00		156,077.31
04/01/2023	000281	Hillview Terrace	1,085.00		154,992.31
04/01/2023	000281	Josh Hollister	828.00		154,164.31
04/01/2023	000281	HomeStretch	7,789.00		146,375.31
04/01/2023	000281	Honor LDHA	902.00		145,473.31
04/01/2023	000281	Matthew Jones	730.00		144,743.31
04/01/2023	000281	Donna Kalchik	447.00		144,296.31
04/01/2023	000281	Lake Pointe Acquisitions LLC.	936.00		143,360.31
04/01/2023	000281	Sidney Lammers	427.00		142,933.31
04/01/2023	000281	Maret Sabourin	552.00		142,381.31
04/01/2023	000281	Sue Martin	401.00		141,980.31
04/01/2023	000281	Revokable Trust of Richard T &...	368.00		141,612.31
04/01/2023	000281	Oak Park Apts	967.00		140,645.31

Date: 05/16/2023  
Time: 12:43:44

Traverse City Housing Commission  
Check Register Summary Report  
PNC - Section 8  
From: 04/01/2023 To: 04/30/2023

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
04/01/2023	000281	Oak Terrace Apts	765.00		139,880.31
04/01/2023	000281	Dawn M. Oh	721.00		139,159.31
04/01/2023	000281	Post Village Glen, LLC	7,344.00		131,815.31
04/01/2023	000281	Wayne E Purkiss Trust	800.00		131,015.31
04/01/2023	000281	Timothy Rice	367.00		130,648.31
04/01/2023	000281	Sabin Pond Apartments LLC	125.00		130,523.31
04/01/2023	000281	Mike & Melissa Schichtel	1,100.00		129,423.31
04/01/2023	000281	Sherwin Rentals	625.00		128,798.31
04/01/2023	000281	SILVER SHORES MHC	1,937.00		126,861.31
04/01/2023	000281	Paul & Leona Steinorth Family Trust	379.00		126,482.31
04/01/2023	000281	Ryan Storey	403.00		126,079.31
04/01/2023	000281	22955 Investments LLC	2,192.00		123,887.31
04/01/2023	000281	TC 150P 4B LDHA LP	62,551.00		61,336.31
04/01/2023	000281	TCR Investments, LLC	721.00		60,615.31
04/01/2023	000281	Wendy Teagan	407.00		60,208.31
04/01/2023	000281	Tradewinds Terrace Apts	2,206.00		58,002.31
04/01/2023	000281	Village View Housing LHDA LP	349.00		57,653.31
04/01/2023	000281	Village Woods	796.00		56,857.31
04/01/2023	000281	Wagner Asset Group at Ninth...	1,057.00		55,800.31
04/01/2023	000281	Kevin Warren	302.00		55,498.31
04/01/2023	000281	Paul Wheelock	417.00		55,081.31
04/01/2023	000281	Woda Boardman Lake LDHA.LP	250.00		54,831.31
04/01/2023	000281	Woodmere Ridge Apartments...	6,487.00		48,344.31
04/01/2023	000281	Wyatt Road Apartment Company	1,121.00		47,223.31
04/01/2023	000281	Theodore V. Zachman	1,205.00		46,018.31
04/01/2023	000281	Ann Zenner	696.00		45,322.31
04/01/2023	000281	Barb Zupin	450.00		44,872.31
04/01/2023	023470	Village Apartments LP	411.00		44,461.31
04/03/2023	ADJST	PNC Bank	167.40		44,293.91
04/03/2023	DEP	U.S. Dept. of HUD		8,132.00	52,425.91
04/03/2023	DEP	U.S. Dept. of HUD		10,257.00	62,682.91
04/03/2023	DEP	U.S. Dept. of HUD		155,212.00	217,894.91
04/05/2023	ADJST			1,240.00	219,134.91
04/13/2023	DEP			100.00	219,234.91
04/13/2023	023471	Traverse City Housing Commission	3,360.00		215,874.91
04/13/2023	023472	Cherryland Electric Cooperative	50.00		215,824.91
04/13/2023	023473	City Of Traverse City	64.80		215,760.11
04/13/2023	023474	Consumers Energy	123.00		215,637.11
04/13/2023	023475	DTE ENERGY	115.20		215,521.91
04/20/2023	023476	Traverse City Housing Commission	12,738.92		202,782.99

Date: 05/16/2023  
Time: 12:43:44

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 04/01/2023 To: 04/30/2023

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
<b>Total:</b>			175,278.32	174,941.00	

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of April 30, 2023**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	223,027.08
1111.9 - Cash-Short Term Investments		2,141,348.22
1116 - Debt Svc. Reserve-CFFP (Restricted)		126,947.23
1117 - Petty Cash Fund		230.61
1118 - Laundry Coin Fund		50.00

**Total Cash** \$ 2,491,603.14

**Receivables**

1122 - Tenants	\$	9,398.43
1122.1 - Allowance for Doubtful Accounts		(6,902.36)
1129.1 - Accounts Receivable-Other		688,455.02
1129.11 - Interfund Due From Vouchers		13,316.53
1129.14 - Accounts Receivable-KMG/RV		70,297.47
1130 - Accounts Receivable-TAHDC		1,177.27

**Total Receivables** \$ 775,742.36

**Investments**

1162 - Investments	\$	500,000.00
1165 - Assets Held For Sale		442,158.75

**Total Investments** \$ 942,158.75

**Deferred Charges**

1211 - Prepaid Insurance	\$	6,653.92
1290 - Other Deferred Charges		4,707.76

**Total Deferred Charges** \$ 11,361.68

**TOTAL CURRENT ASSETS** \$ 4,220,865.93

**NON-CURRENT ASSETS**

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

1400 - Construction in Progress-CFP	\$	12,197.14
1400.5 - Accumulated Depreciation		(7,814,401.53)
1400.6 - Land		297,665.49
1400.61 - Site Improvements		493,136.80
1400.7 - Buildings		3,618,326.64
1400.71 - Building Improvements		4,351,116.74
1400.72 - Non-dwelling Structures		349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings		104,264.16
1400.9 - Furn., Equip., Mach.-Admin		275,668.31

**Total Fixed Assets** \$ 1,687,379.72

**TOTAL NON-CURRENT ASSETS** \$ 1,762,379.72

**TOTAL ASSETS** \$ 5,983,245.65



**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of April 30, 2023**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	102,739.06
2114 - Tenant Security Deposits		6,354.00
2117.3 - State Income Tax Withheld		1,153.90
<b>Total Accounts Payable</b>	<b>\$</b>	<b>110,246.96</b>

**Accrued Liabilities**

2135 - Salaries and Wages	\$	4,213.26
2135.1 - Compensated Absences-Short Term		2,674.99
2135.2 - Accrued Payroll Taxes		322.32
2136 - Accrued Liabilities-Other		9,353.53
2137 - Payments in Lieu of Taxes		20,833.40
<b>Total Accrued Liabilities</b>	<b>\$</b>	<b>37,397.50</b>

**Deferred Credits**

2290 - Other Deferred Credits	\$	3,456,557.48
<b>Total Deferred Credits</b>	<b>\$</b>	<b>3,456,557.48</b>

Total Current Liabilities \$ 3,604,201.94

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$	3,343.74
<b>Total Noncurrent Liabilities</b>	<b>\$</b>	<b>3,343.74</b>

**TOTAL LIABILITIES** **\$ 3,607,545.68**

**EQUITY**

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,305,680.69

**Net Assets**

2806 - Unrestricted Net Assets	\$	747,354.80
2807 - Restricted Net Assets	\$	75,000.00
Income and Expense Clearing		22,543.23
Income and Expense Clearing-2019 CFP		40,364.89
Income and Expense Clearing-2020 CFP		184,756.36

**Total Net Assets** **\$ 1,070,019.28**

**TOTAL EQUITY** **\$ 2,375,699.97**

**TOTAL LIABILITIES/EQUITY** **\$ 5,983,245.65**

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 10 Months Ended April 30, 2023**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2023</u>	<u>April 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>				
<b>Rental Income</b>				
3110 - Dwelling Rental	\$ 0.00	\$ 17,979.61	\$ 0	\$ (17,979.61)
3110.2 - Dwelling Rental-Proj. 2	9,152.00	86,685.46	68,000	(18,685.46)
3120 - Excess Utilities	0.00	169.00	0	(169.00)
3190 - Nondwelling Rental	11,407.68	84,036.24	0	(84,036.24)
<b>Total Rental Income</b>	<b>\$ 20,559.68</b>	<b>\$ 188,870.31</b>	<b>\$ 68,000</b>	<b>\$ (120,870.31)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3401.2 - Operating Subsidy	\$ 18,933.00	\$ 254,786.00	\$ 35,000	\$ (219,786.00)
<b>Total HUD PHA GRANTS</b>	<b>\$ 18,933.00</b>	<b>\$ 254,786.00</b>	<b>\$ 35,000</b>	<b>\$ (219,786.00)</b>
<b>Nonrental Income</b>				
3610 - Interest Income-Gen. Fund	\$ 2,375.11	\$ 26,974.04	\$ 500	\$ (26,474.04)
3690 - Tenant Income	85.00	2,077.66	1,000	(1,077.66)
3690.1 - Non-Tenant Income	0.00	63,969.09	1,000	(62,969.09)
3690.2 - Tenant Income-Cable	0.00	5,780.00	0	(5,780.00)
3691 - Other Contributions	0.00	5,000.00	0	(5,000.00)
3692 - Management Fee	2,250.00	22,050.00	270,200	248,150.00
3692.1 - Maintenance Contracts	2,300.00	22,100.00	24,000	1,900.00
<b>Total Nonrental Income</b>	<b>\$ 7,010.11</b>	<b>\$ 147,950.79</b>	<b>\$ 296,700</b>	<b>\$ 148,749.21</b>
<b>Total Operating Income</b>	<b>\$ 46,502.79</b>	<b>\$ 591,607.10</b>	<b>\$ 399,700</b>	<b>\$ (191,907.10)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 4,450.50	\$ 115,861.49	\$ 239,460	\$ 123,598.51
4130 - Legal Expense	0.00	991.74	1,500	508.26
4140 - Staff Training	105.00	105.00	3,500	3,395.00
4150 - Travel Expense	27.19	2,796.54	2,000	(796.54)
4170 - Accounting Fees	747.36	5,853.60	12,500	6,646.40
4171 - Auditing	0.00	6,300.00	6,000	(300.00)
4182 - Employee Benefits - Admin	1,650.50	31,573.49	47,500	15,926.51
4185 - Telephone	103.72	2,150.59	5,000	2,849.41
4190 - Administrative Sundry	50.00	50.00	0	(50.00)
4190.1 - Publications	0.00	371.02	1,800	1,428.98
4190.2 - Membership Dues and Fees	0.00	2,102.50	1,000	(1,102.50)
4190.3 - Admin. Service Contracts	542.67	9,083.53	20,500	11,416.47
4190.4 - Office Supplies	75.43	1,665.30	3,000	1,334.70
4190.5 - Other Sundry Expense	346.88	13,799.73	11,000	(2,799.73)
4190.6 - Advertising	0.00	0.00	500	500.00
<b>Total Administration</b>	<b>\$ 8,099.25</b>	<b>\$ 192,704.53</b>	<b>\$ 355,260</b>	<b>\$ 162,555.47</b>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	\$ 3,765.07	\$ 5,211.35	\$ 1,500	\$ (3,711.35)
4230 - Cable TV-Tenants	0.00	5,740.09	0	(5,740.09)
<b>Total Tenant Services</b>	<b>\$ 3,765.07</b>	<b>\$ 10,951.44</b>	<b>\$ 1,500</b>	<b>\$ (9,451.44)</b>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 10 Months Ended April 30, 2023**

	1 Month Ended		10 Months Ended		BUDGET	*OVER/UNDER
	<u>April 30, 2023</u>		<u>April 30, 2023</u>			
<b>Utilities</b>						
4310 - Water	\$ 514.00	\$	5,635.07	\$	5,000	\$ (635.07)
4320 - Electricity	112.01		13,282.71		5,000	(8,282.71)
4330 - Gas	147.56		1,162.50		2,000	837.50
<b>Total Utilities</b>	<u>\$ 773.57</u>	<u>\$</u>	<u>20,080.28</u>	<u>\$</u>	<u>12,000</u>	<u>\$ (8,080.28)</u>
<b>Ordinary Maint. &amp; Operations</b>						
4410 - Labor, Maintenance	\$ 5,181.52	\$	88,721.81	\$	186,580	\$ 97,858.19
4420 - Materials	124.85		3,394.04		5,000	1,605.96
4430.02 - Heating & Cooling Contracts	0.00		2,072.65		1,000	(1,072.65)
4430.03 - Snow Removal Contracts	292.00		1,606.00		1,000	(606.00)
4430.05 - Landscape & Grounds Contracts	0.00		10,516.69		2,000	(8,516.69)
4430.06 - Unit Turnaround Contracts	0.00		0.00		2,000	2,000.00
4430.07 - Electrical Contracts	0.00		0.00		1,000	1,000.00
4430.08 - Plumbing Contracts	0.00		2,373.76		1,000	(1,373.76)
4430.09 - Extermination Contracts	130.00		1,368.39		1,000	(368.39)
4430.10 - Janitorial Contracts	0.00		0.00		1,000	1,000.00
4430.11 - Routine Maintenance Contracts	0.00		370.87		3,000	2,629.13
4430.12 - Misc. Contracts	0.00		312.76		2,000	1,687.24
4431 - Garbage Removal	718.69		9,761.36		2,000	(7,761.36)
4433 - Employee Benefits - Maint.	4,218.35		23,256.28		40,600	17,343.72
4470 - Elk Rapids Expenses	84.99		315.96		0	(315.96)
4471 - East Bay Flats Expenses	0.00		500.00		0	(500.00)
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 10,750.40</u>	<u>\$</u>	<u>144,570.57</u>	<u>\$</u>	<u>249,180</u>	<u>\$ 104,609.43</u>
<b>General Expense</b>						
4510 - Insurance	\$ 3,147.50	\$	32,414.23	\$	5,000	\$ (27,414.23)
4520 - Payment in Lieu of Taxes	2,083.34		20,833.40		5,000	(15,833.40)
4550 - Compensated Absences	0.00		0.00		1,000	1,000.00
4570 - Collection Losses	0.00		0.00		1,000	1,000.00
4586 - Interest Expense-CFFP	0.00		397.06		0	(397.06)
4586.1 - Interest Expense-EPC	0.00		1,951.91		0	(1,951.91)
<b>Total General Expense</b>	<u>\$ 5,230.84</u>	<u>\$</u>	<u>55,596.60</u>	<u>\$</u>	<u>12,000</u>	<u>\$ (43,596.60)</u>
<b>Total Routine Expense</b>	<u>\$ 28,619.13</u>	<u>\$</u>	<u>423,903.42</u>	<u>\$</u>	<u>629,940</u>	<u>\$ 206,036.58</u>
<b>Non-Routine Expense</b>						
<b>Extraordinary Maintenance</b>						
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$	0.00	\$	0	\$ 0.00
<b>Casualty Losses-Not Cap.</b>						
<b>Total Casualty Losses</b>	\$ 0.00	\$	0.00	\$	0	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$	0.00	\$	0	\$ 0.00
<b>Total Operating Expenses</b>	<u>\$ 28,619.13</u>	<u>\$</u>	<u>423,903.42</u>	<u>\$</u>	<u>629,940</u>	<u>\$ 206,036.58</u>
<b>Operating Income (Loss)</b>	<u>\$ 17,883.66</u>	<u>\$</u>	<u>167,703.68</u>	<u>\$</u>	<u>(230,240)</u>	<u>\$ (397,943.68)</u>
<b>Depreciation Expense</b>						
4800 - Depreciation - Current Year	\$ 14,434.51	\$	144,345.10	\$	0	\$ (144,345.10)
<b>Total Depreciation Expense</b>	<u>\$ 14,434.51</u>	<u>\$</u>	<u>144,345.10</u>	<u>\$</u>	<u>0</u>	<u>\$ (144,345.10)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

	1 Month Ended		10 Months Ended			
	<u>April 30, 2023</u>		<u>April 30, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$	0 \$
<b>RAD Expense</b>						
7020 - RAD Expenses	\$	0.00	\$	815.35	\$	0 \$
<b>Total RAD Expense</b>	\$	0.00	\$	815.35	\$	0 \$
<b>Capital Expenditures</b>						
7540 - Betterments and Additions	\$	0.00	\$	1,330.00	\$	5,000 \$
7590 - Operating Expenditures-Contra		0.00		(1,330.00)	(5,000)	(3,670.00)
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$	0 \$
<b>Other Financial Items</b>						
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$	0 \$
<b>HUD Net Income (Loss)</b>	\$	<u>17,883.66</u>	\$	<u>165,558.33</u>	\$	<u>(235,240)</u>
<b>GAAP Net Income (Loss)</b>	\$	<u>3,449.15</u>	\$	<u>22,543.23</u>	\$	<u>(230,240)</u>

**Traverse City Housing Commission  
Capital Fund 501-19  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

501-19 P&L  **1022**	1 Month Ended  <u>April 30, 2023</u>	10 Months Ended  <u>April 30, 2023</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	0.00	40,364.89
<b>Total HUD PHA GRANTS</b>	0.00	40,364.89
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	0.00	40,364.89
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	0.00	0.00
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	40,364.89

**Traverse City Housing Commission  
Capital fund 501-20  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

501-20 P&L  **1023**	1 Month Ended  <u>April 30, 2023</u>	10 Months Ended  <u>April 30, 2023</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	0.00	184,756.36
<b>Total HUD PHA GRANTS</b>	0.00	184,756.36
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	0.00	184,756.36
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	0.00	0.00
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	184,756.36

**Traverse City Housing Commission**  
2019 Capital Fund

Program ID:	1 Month Ended	10 Months Ended		
MI33-P080-50119 1522****	April 30, 2023	April 30, 2023	BUDGET	OVER/UNDER
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 168,220.00	\$ 168,220.00
<b>Total Administration</b>	0.00	0.00	168,220.00	168,220.00
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	58,055.00	0.00	(58,055.00)
<b>Total A &amp; E Fees</b>	0.00	58,055.00	0.00	(58,055.00)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.62 - Masonry Repairs	0.00	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	0.00	19,316.01	0.00	(19,316.01)
<b>Total Dwelling Structures</b>	0.00	69,800.47	0.00	(69,800.47)
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	92,918.53	52,554.00	(40,364.53)
<b>Total Other</b>	0.00	92,918.53	52,554.00	(40,364.53)
 <b>Total Capital Funds Expended</b>	 <u>\$ 0.00</u>	 <u>\$ 220,774.00</u>	 <u>\$ 220,774.00</u>	 <u>\$ 0.00</u>
 <b>1600 - Capital Funds Advanced</b>	 <u>0.00</u>	 <u>220,774.00</u>	 <u>220,774.00</u>	 <u>0.00</u>
 <b>Over/(Under) Funding</b>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>

**Traverse City Housing Commission**  
2020 Capital Fund

Program ID:	1 Month Ended	10 Months Ended		
MI33-P080-50120 1523****	April 30, 2023	April 30, 2023	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	0.00	184,756.00	184,756.00
<b>Total A &amp; E Fees</b>	0.00	0.00	184,756.00	184,756.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	237,310.00	52,554.00	(184,756.00)
<b>Total Other</b>	0.00	237,310.00	52,554.00	(184,756.00)
 <b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 237,310.00</u>	<u>\$ 237,310.00</u>	<u>\$ 0.00</u>
 <b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>237,310.00</u>	<u>237,310.00</u>	<u>0.00</u>
 <b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>



**Traverse City Housing Commission**  
**Capital Fund Finance Program**

Program ID: CFFP	1 Month Ended	10 Months Ended		
1601****	April 30, 2023	April 30, 2023	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	<u>0.00</u>	<u>19,561.06</u>	<u>0.00</u>	<u>(19,561.06)</u>
<b>Total A &amp; E Fees</b>	0.00	19,561.06	0.00	(19,561.06)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.45 - Omega Construction	<u>0.00</u>	<u>577,637.00</u>	<u>0.00</u>	<u>(577,637.00)</u>
<b>Total Dwelling Structures</b>	0.00	577,637.00	0.00	(577,637.00)
<b>Dwelling Equipment</b>				
1465.01 - Appliances	<u>0.00</u>	<u>33,497.43</u>	<u>0.00</u>	<u>(33,497.43)</u>
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1503 - Capitalized Interest	<u>0.00</u>	<u>8,477.83</u>	<u>0.00</u>	<u>(8,477.83)</u>
<b>Total Other</b>	0.00	8,477.83	0.00	(8,477.83)
 <b>Total Capital Funds Expended</b>	 <u>\$ 0.00</u>	 <u>\$ 639,173.32</u>	 <u>\$ 0.00</u>	 <u>\$ (639,173.32)</u>
 <b>1600 - Capital Funds Advanced</b>	 <u>0.00</u>	 <u>639,173.32</u>	 <u>0.00</u>	 <u>(639,173.32)</u>
 <b>Over/(Under) Funding</b>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of April 30, 2023**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$	204,022.99
1111.6 - FSS Escrow Savings		<u>66,305.12</u>

<b>Total Cash</b>	\$	270,328.11
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**Receivables**

1129.1 - Accounts Receivable-Other	\$	<u>20,358.00</u>
------------------------------------	----	------------------

<b>Total Receivables</b>	\$	20,358.00
--------------------------	----	-----------

**Investments**

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

1290 - Other Deferred Charges	\$	<u>(425.00)</u>
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<b>Total Deferred Charges</b>	\$	(425.00)
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<b>TOTAL CURRENT ASSETS</b>	\$	290,261.11
-----------------------------	----	------------

**Fixed Assets**

1400.5 - Accumulated Depreciation	\$	(6,506.46)
1400.9 - Furn., Equip., Mach.-Admin		<u>6,562.63</u>

<b>Total Fixed Assets</b>	\$	56.17
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<b>TOTAL ASSETS</b>	\$	<u><u>290,317.28</u></u>
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**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of April 30, 2023**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$	1,474.94
2119.21 - Interfund Due To Low Rent		<u>13,316.53</u>

**Total Accounts Payable** \$ 14,791.47

**Accrued Liabilities**

2135 - Salaries and Wages	\$	1,008.98
2135.1 - Compensated Absences-Short Term		844.73
2135.2 - Accrued Payroll Taxes		77.19
2182 - FSS Escrow Trust		<u>49,078.41</u>

**Total Accrued Liabilities** \$ 51,009.31

**Deferred Credits**

2290 - Other Deferred Credits	\$	<u>20,067.00</u>
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**Total Deferred Credits** \$ 20,067.00

**Total Current Liabilities** \$ 85,867.78

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$	<u>1,055.92</u>
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**Total Noncurrent Liabilities** \$ 1,055.92

**TOTAL LIABILITIES** \$ 86,923.70

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$	235,583.04
2826 - Operating Reserve-Admin		228,995.77
2826.01 - Operating Reserve-HAP		6,585.24
2826.1 - Operating Reserve-Contra		(235,581.01)
Income and Expense Clearing		(8,534.73)
Income and Expense Clearing - FSS		<u>(23,654.73)</u>

**TOTAL NET ASSETS** \$ 203,393.58

**TOTAL LIABILITIES/NET ASSETS** \$ 290,317.28

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2023</u>	<u>April 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 450.00	\$ 0	\$ (450.00)
3603 - Number of Unit Months	0.00	(154.00)	0	154.00
3604 - Unit Months - Contra	<u>0.00</u>	<u>154.00</u>	<u>0</u>	<u>(154.00)</u>
<b>Total Operating Reserve Income</b>	<b>\$ 50.00</b>	<b>\$ 450.00</b>	<b>\$ 0</b>	<b>\$ (450.00)</b>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 155,212.00	\$ 1,075,312.00	\$ 1,250,000	\$ 174,688.00
3410.2 - HAP Funding-Tenant Protection	0.00	345,988.00	0	(345,988.00)
3410.3 - HAP Funding-RAD	8,132.00	32,527.00	0	(32,527.00)
3411 - Admin Fee Funding	<u>10,257.00</u>	<u>106,322.00</u>	<u>90,000</u>	<u>(16,322.00)</u>
<b>Total HUD PHA GRANTS</b>	<b>\$ 173,601.00</b>	<b>\$ 1,560,149.00</b>	<b>\$ 1,340,000</b>	<b>\$ (220,149.00)</b>
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<b>\$ 173,651.00</b>	<b>\$ 1,560,599.00</b>	<b>\$ 1,340,000</b>	<b>\$ (220,599.00)</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 5,744.65	\$ 52,176.05	\$ 0	\$ (52,176.05)
4140 - Staff Training	245.00	245.00	0	(245.00)
4150 - Travel Expense	59.69	903.70	0	(903.70)
4170 - Accounting Fees	698.29	7,095.49	0	(7,095.49)
4171 - Auditing	0.00	2,700.00	0	(2,700.00)
4182 - Employee Benefits - Admin	1,111.26	14,750.91	0	(14,750.91)
4185 - Telephone	241.55	1,634.31	0	(1,634.31)
4190 - Administrative Sundry	50.00	50.00	0	(50.00)
4190.1 - Publications	0.00	432.15	0	(432.15)
4190.2 - Membership Dues and Fees	0.00	212.50	0	(212.50)
4190.3 - Admin. Service Contracts	1,266.24	9,041.50	0	(9,041.50)
4190.4 - Office Supplies	176.00	1,272.07	0	(1,272.07)
4190.5 - Other Sundry Expense	<u>930.12</u>	<u>15,716.21</u>	<u>0</u>	<u>(15,716.21)</u>
<b>Total Administration</b>	<b>\$ 10,522.80</b>	<b>\$ 106,229.89</b>	<b>\$ 0</b>	<b>\$ (106,229.89)</b>
<b>General Expense</b>				
4590 - Other General Expense	<u>0.00</u>	<u>171.38</u>	<u>0</u>	<u>(171.38)</u>
<b>Total General Expense</b>	<b>\$ 0.00</b>	<b>\$ 171.38</b>	<b>\$ 0</b>	<b>\$ (171.38)</b>
<b>Total Routine Expense</b>	<b>\$ 10,522.80</b>	<b>\$ 106,401.27</b>	<b>\$ 0</b>	<b>\$ (106,401.27)</b>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

	<u>1 Month Ended April 30, 2023</u>	<u>10 Months Ended April 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 95,670.00	\$ 922,292.00	\$ 1,250,000	\$ 327,708.00
4715.12 - HAP-RAD	7,287.00	29,955.00	0	(29,955.00)
4715.2 - HAP-Project Based	6,471.00	14,872.00	0	(14,872.00)
4715.3 - HAP - Non-Elderly Disabled	1,067.00	10,849.00	0	(10,849.00)
4715.4 - HAP - Utility Allowances	353.00	5,047.00	0	(5,047.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(450.00)	0	450.00
4715.6 - HAP - Homeownership	1,625.00	16,057.00	0	(16,057.00)
4715.7 - HAP-Tenant Protection	46,539.00	428,147.00	0	(428,147.00)
4719 - HAP - FSS Escrow	<u>3,360.00</u>	<u>35,963.46</u>	<u>0</u>	<u>(35,963.46)</u>
<b>Total HAP Payments</b>	<b>\$ 162,322.00</b>	<b>\$ 1,462,732.46</b>	<b>\$ 1,250,000</b>	<b>\$ (212,732.46)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>	<b>\$ 172,844.80</b>	<b>\$ 1,569,133.73</b>	<b>\$ 1,250,000</b>	<b>\$ (319,133.73)</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b>\$ <u>806.20</u></b>	<b>\$ <u>(8,534.73)</u></b>	<b>\$ <u>90,000</u></b>	<b>\$ <u>98,534.73</u></b>
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<b>\$ <u>(265.80)</u></b>	<b>\$ <u>(79.27)</u></b>	<b>\$ <u>90,000</u></b>	<b>\$ <u>90,079.27</u></b>

**Analysis of Funding**

**A.C. Received: April 30, 2023**

	<u>10 Months Ended April 30, 2023</u>
3410 - HAP Funding	\$ 1,075,312.00
3410.2 - HAP Funding-Tenant Protection	345,988.00
3410.3 - HAP Funding-RAD	32,527.00

**A.C. Earned**

4715.1 - HAP - Occupied Units	922,292.00
4715.12 - HAP-RAD	29,955.00
4715.2 - HAP-Project Based	14,872.00
4715.3 - HAP - Non-Elderly Disabled	10,849.00
4715.4 - HAP - Utility Allowances	5,047.00
4715.5 - HAP - Fraud Recovery	(450.00)
4715.6 - HAP - Homeownership	16,057.00
4715.7 - HAP-Tenant Protection	428,147.00
4719 - HAP - FSS Escrow	<u>35,963.46</u>

**Total Funding Required** \$ 1,462,732.46

**Over/(Under) Funding** \$ (8,905.46)

**RNP as of: April 30, 2023** \$ (2,320.22)

**UNP as of: April 30, 2023** \$ 205,711.77

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

	1 Month Ended		10 Months Ended				
	<u>April 30, 2023</u>		<u>April 30, 2023</u>	<u>BUDGET</u>		<u>*OVER/UNDER</u>	
<b>Operating Reserve Income</b>							
<b>Total Operating Reserve Income</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Revenues - HUD PHA GRANTS</b>							
<b>Total HUD PHA GRANTS</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Income Offset HUD A.C.</b>							
<b>Total Income Offset</b>	0.00		0.00		0.00		0.00
<b>Total Operating Income</b>	<u>\$ 0.00</u>	<u>\$</u>	<u>0.00</u>	<u>\$</u>	<u>0</u>	<u>\$</u>	<u>0.00</u>
<b>Operating Expenses</b>							
<b>Routine Expense</b>							
<b>Administration</b>							
4110 - Administrative Salaries	\$ 2,517.54	\$	19,195.60	\$	0	\$	(19,195.60)
4182 - Employee Benefits - Admin	<u>443.59</u>		<u>4,459.13</u>		<u>0</u>		<u>(4,459.13)</u>
<b>Total Administration</b>	<u>\$ 2,961.13</u>	<u>\$</u>	<u>23,654.73</u>	<u>\$</u>	<u>0</u>	<u>\$</u>	<u>(23,654.73)</u>
<b>General Expense</b>							
<b>Total General Expense</b>	\$ 0.00	\$	0.00	\$	0	\$	0.00
<b>Total Routine Expense</b>	\$ 2,961.13	\$	23,654.73	\$	0	\$	(23,654.73)

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 10 Months Ended April 30, 2023**

	<u>1 Month Ended April 30, 2023</u>	<u>10 Months Ended April 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
<b>Total HAP Payments</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 2,961.13	\$ 23,654.73	\$ 0	\$ (23,654.73)
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (2,961.13)</u>	<u>\$ (23,654.73)</u>	<u>\$ 0</u>	<u>\$ 23,654.73</u>

**TCHC MONTHLY CASH POSITION REPORT**  
**END OF APRIL 2023**

**TC HOUSING**

Huntington Bank	Checking	\$ 241,526.19	TCHC Operations
Huntington Bank	1388434863	\$ 164,125.97	Operations Overage
Huntington Bank	1388405232	\$ 126,947.22	
4Front Credit Union	Savings	\$ 6,734.85	
Independent Bank	1051647	\$ 80,717.61	Non Federal Funds
Independent Bank	ICS Acct	\$ 43,070.99	
Independent Bank	9911	\$ 1,000.00	
Independent Bank	9583	\$ 1,000.00	Review Development Partners
Independent Bank	4683	\$ 48,179.00	
Independent Bank	5173	\$ 1,045,807.30	Surplus Funds
Independent Bank (CDARS)	22197	\$ 1,251,711.64	per February 16, 2023 Order

**SUB TOTAL \$ 3,010,820.77**

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$ 204,022.99	HCV Operations
Independent Bank	4665	\$ 66,305.12	FSS Escrow Account

**SUB TOTAL \$ 270,328.11**

**OTHER**

FSS Grant in eLOCCS		\$ 80,000.00	Restricted
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**SUB TOTAL \$ 80,000.00**

**TOTAL Cash & Cash Equivalents \$ 3,361,148.88**





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

# **COMMITTEE REPORTS**

Executive & Finance Committee Meeting: May 12, 2023

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Executive & Finance Committee**  
**May 12, 2023**

A meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order in the Offices of the Traverse City Housing Commission, 150 Pine Street, Traverse City, Michigan, by President Heather Lockwood at 10:02 A.M.

**ROLL CALL**

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

**CORRESPONDENCE**

None.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the April 21, 2023 meeting were reviewed and accepted. The Agenda was reviewed and accepted without change.
- B. Riverview Rehab/RAD: The parking lot was now under construction and should be completed by Memorial Day weekend. This has been the most disruptive part of the construction schedule thus far.
- C. Real Estate Updates: Parkview continues to move toward its closing with MSHDA. It was decided that the best way forward was for TCHC to buyout its partners in the 8<sup>th</sup> Street project so that there will be only one owner at closing. There will be language drafted from our attorney for approval at the next meeting. Staff also reported that he is close to finalizing the infrastructure cost-sharing MOU in the next couple of days.
- D. East Bay Flats: Staff reported that he continues to meet with the Executive Director of Goodwill to discuss the next steps for this project. There will be two offers made to MCC later this month. One will be a purchase of MCC's equity interest in the property and the other will be an offer to purchase the entire property. It is important that we consider every option to help MCC exit this real estate deal.
- E. Executive Director Transition: Staff reported that he is "running out of time" to get everything accomplished and the Executive Committee gave him permission to return to the office post-employment to assist in clean out the office and storing files. He was also asked to assist Judy Myers as needed and as allowable under his new employment. The only assistance that will be provided to Judy Myers will be the production of certain items from electronic or physical files.

He also noted that he will always be willing to answer questions from all staff as they move through the organizational transition.

- F. There was a lengthy conversation about temporarily adjusting the wages of staff during the transition period. TCHC did this in 2014 and 2015 when it searched for its current executive director. These adjustments were approved but the actual amounts still need to be finalized. There was also a discussion about “staff retention” allowances to reward the staff that performed well during this transition. These will be discussed in the budget process and will hopefully be funded after the realization of the second developer fee payment that due to TCHC this summer. Staff was asked to provide to this committee the contact information of TCHC’s Human Resource attorney as soon as possible.
  
- G. MEETING AGENDA: The next regular meeting agenda for May 25, 2023 was discussed and approved. The following will be part of the conversation:
  - 1. New Income Limits from HUD
  - 2. Cleaning up the ownership of the 8<sup>th</sup> Street property for closing
  - 3. BATA Cost Sharing MOU for the LaFranier site
  
- H. GENERAL COMMENTS: There was a brief discussion about Sponsoring the 2023 Housing Summit later this year (hosted by Housing North). Staff was instructed to submit the paperwork to yet again sponsor this event. The payment of this sponsorship was approved.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 10:38 A.M. The next regular meeting will be announced at the May 25, 2023 meeting.

Respectfully submitted,

---

Heather Lockwood, President

Tony Lentych, Executive Director



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

# **STAFF & PROGRAM REPORTS**

Family Self-Sufficiency (FSS) Program Report: May 2023

Resident Council Report: May 2023

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

May 25, 2023

## **Current SEMAP Status**

SEMAP (Section 8 Management Assessment Program) reporting places the program in the “High Performer” category but SEMAP has not been updated for over two years due to the COVID-19 pandemic – this should change this summer:

<b>Number of Mandatory Slots</b>	<b>Number of Families Enrolled</b>	<b>% of Families Enrolled</b>	<b>Number of Families with Progress Reports &amp; Escrow Balances</b>	<b>% of Families with Progress Reports &amp; Escrow Balances</b>
25	15	60%	9	60%

## **FSS Program Manager Update**

The numbers above have not changed since last month. We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process (although there has not been a move-in at Orchardview in over a year). We received two (2) applications this month for new enrollees! Both are searching for jobs right now, but hope to be earning escrow soon. We also contacted three (3) voucher clients about enrolling in FSS as they are out in the job market looking for employment. All of these families indicated they would like to enroll soon. If this all goes well, it would bring our total enrolled to twenty (20) perhaps by end of summer.

## **Status of Participants**

We have one current participant who has not been earning escrow due to Maternity leave about to return to work next month. She will start earning escrow then.

## **FSS Grant**

We have an executed grant for FSS and we should be making draws on this funding shortly. It appears that we were NOT the only ones with an issue with the Grants.gov/GrantSolution.gov this year. It was a new process and systems that seemed to cause many PHAs some problems! The Grant information is attached to this report.

<b>1. DATE ISSUED</b> MM/DD/YYYY 03/22/2023		<b>1a. SUPERSEDES AWARD NOTICE dated</b> except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
<b>2. CFDA NO.</b> 14.896 - Family Self-Sufficiency Program			
<b>3. ASSISTANCE TYPE</b> Project Grant			
<b>4. GRANT NO.</b> FSS23MI5165-01-00 Formerly		<b>5. TYPE OF AWARD</b> Other	
<b>4a. FAIN</b> FSS23MI5165		<b>5a. ACTION TYPE</b> New	
<b>6. PROJECT PERIOD</b> MM/DD/YYYY From 01/01/2023		Through 12/31/2023	
<b>7. BUDGET PERIOD</b> MM/DD/YYYY From 01/01/2023		Through 12/31/2023	
<b>8. TITLE OF PROJECT (OR PROGRAM)</b> Traverse City Housing Commission FSS - 2022			

**THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

451 7th Street S.W.,  
Washington, DC, DC 20410

**NOTICE OF AWARD**

**9a. GRANTEE NAME AND ADDRESS**  
TRAVERSE CITY, CITY OF  
150 Pine St  
Traverse City, MI 49684-2478

**9b. GRANTEE PROJECT DIRECTOR**  
Kimberly Sue Fehrenbach  
150 Pine St  
Traverse City, MI 49684-2478  
Phone: 2319224915

**10a. GRANTEE AUTHORIZING OFFICIAL**  
Mr. Anthony Lentych  
150 Pine St.  
Traverse City, MI 49684-2478  
Phone: 231-922-4915

**10b. FEDERAL PROJECT OFFICER**  
Tremayne Youmans  
451 7th Street S.W.,  
Washington, DC 20410  
Phone: 8881112345

**ALL AMOUNTS ARE SHOWN IN USD**

<b>11. AWARD COMPUTATION FOR GRANT</b>	
a. Amount of HUD Financial Assistance	80,000.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>80,000.00</b>
<b>12. Total Federal Funds Awarded to Date for Project Period</b>	<b>80,000.00</b>

**14. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, HUD ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:**

- a. The grant program legislation cited in remarks or attachment below.
- b. The grant program regulations cited in remarks or attachment below.
- c. This award notice including terms and conditions, if any, noted below under REMARKS.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of this award by the grantee acknowledges acceptance of these terms and conditions.

**13. RECOMMENDED FUTURE SUPPORT**  
(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a.		d.	
b.		e.	
c.		f.	

**REMARKS** (Other Terms and Conditions Attached -  Yes  No)

**GRANTS MANAGEMENT OFFICER:**  
Ms. Susan Wilson  
451 7th Street S W  
Washington, DC 20410-0001  
Phone: 2024024500

**ISSUE DATE:**  
03/22/2023

**GRANTEE ACCEPTANCE:**  
Mr. Anthony Lentych

**ACCEPTANCE DATE:**  
05/19/2023

<b>15.OBJ CLASS</b> 4120	<b>16a. VENDOR CODE</b> 382130251	<b>16b. EIN</b> 382130251	<b>17a. UEI</b> ML2UCM6L4536	<b>17b. DUNS</b> 160216198	<b>18. CONG. DIST.</b> 01
<b>FY-ACCOUNT NO.</b>	<b>DOCUMENT NO.</b>	<b>ADMINISTRATIVE CODE</b>	<b>AMT ACTION FIN ASST</b>	<b>APPROPRIATION</b>	
19. a. 3-22SFSC01 2225	b. FSS23MI5165	c. FSS	d. \$80,000.00	e. 86 2225 0350	
20. a.	b.	c.	d.	e.	
21. a.	b.	c.	d.	e. 37	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 03/22/2023
GRANT NO. FSS23MI5165-01-00	

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# AWARD ATTACHMENTS

TRAVERSE CITY, CITY OF

FSS23MI5165-01-00

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1. FY22 FSS grant agreement



# **FY22 FSS Agreement**

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1 **FISCAL YEAR 2022**

2  
3 **FAMILY SELF-SUFFICIENCY PROGRAM GRANT AGREEMENT**

4 **(CFDA Number: 14.896)**

5 **(Attachment to *NOTICE OF AWARD*)**

6  
7 **FY2022 Family Self-Sufficiency**  
8 **GRANT AGREEMENT**  
9

10 This Grant Agreement (“Grant Agreement”) is made by and between the United States  
11 Department of Housing and Urban Development (“HUD”) and the Grantee. The Grantee  
12 received a FY2022 Family Self-Sufficiency (“FSS”) Grant from fiscal year 2022, for the  
13 operation of a Family Self-Sufficiency Program (“FSS Program”) that is the subject of this Grant  
14 Agreement and that is identified on the award obligation document (Notice of Award).

15 HUD agrees, subject to the terms of this Grant Agreement, to provide grant funds to  
16 the Grantee, in the total amount listed on the Notice of Award, for the activities described in  
17 the FY2022 Family Self-Sufficiency Notice of Funding Opportunity (NOFO) and as defined in  
18 Articles II and III.

19 Grant funds will be available in HUD’s electronic Line of Credit Control System (e-  
20 LOCCS) payment system which the Grantee will be given access to (with proper  
21 documentation) to draw down these funds.

22 The assistance that is the subject of this Grant Agreement is authorized by and required to  
23 be used in accordance with Section 23 of the United States Housing Act of 1937. Funding for  
24 this program is authorized by the Consolidated Appropriations Act, 2022 (Consolidated  
25 Appropriations Act, 2022 (Public Law 117-103), enacted March 15, 2022. The Notice of Award  
26 and the Exhibits are incorporated into and subject to the terms of this Grant Agreement.

27 HUD and the Grantee hereby agree to be bound by the following terms and conditions of  
28 this Grant Agreement:  
29

30 **ARTICLE I: BASIC GRANT INFORMATION AND REQUIREMENTS**  
31

32 The FSS Program supports the Department’s strategic goal of increasing economic opportunity  
33 for HUD-assisted families. FSS provides grants to Public Housing Authorities (PHAs) and  
34 owners of HUD-assisted multifamily housing properties to support the salaries of FSS Program  
35 Coordinators who assist participating families receiving housing assistance through the Housing  
36 Choice Voucher (HCV/PBV), Public Housing (PH), and Project Based Rental Assistance  
37 (PBRA) programs. FSS Program Coordinators develop local strategies to connect participating  
38 families to public and private resources to increase their earned income and financial  
39 empowerment, reduce or eliminate the need for welfare assistance, and make progress toward  
40 economic independence and self-sufficiency. In the context of the Self Sufficiency account,  
41 “self-sufficiency” is defined as a household’s ability to maintain financial, housing, and  
42 personal/family stability.  
43

1 The Grantee agrees to conduct all activities to be assisted with funds provided under this Grant  
2 Agreement in accordance with the following requirements, as such requirements now exist or as  
3 they may hereafter be amended (hereafter collectively referred to as the “Family Self-Sufficiency  
4 Program Requirements”):

- 5
- 6 1. Award type: This is a cost-reimbursable, performance-based grant.
- 7 2. The Grantee's application including any special conditions, is incorporated into this  
8 agreement.
- 9 3. This agreement shall be effective immediately upon electronic signature of the Grantee in  
10 GrantSolutions.
- 11 4. Period of performance: The period of performance will be 12 months. *For FY2022 grants,*  
12 *this will be 1/1/2023 – 12/31/2023.*
- 13 5. This Grant Agreement will be governed by the following as they may from time to time be  
14 amended during the grant term: the HUD Appropriations Acts, the United States Housing  
15 Act of 1937 as amended, FY2022 FSS NOFO dated 8/8/2022, the Code of Federal  
16 Regulations (CFR) 24 CFR Part 24, 24 CFR Part 984, 24 CFR Part 877 for PBRA Owners, 2  
17 CFR Part 200 any applicable OMB Regulations or Circulars, and Handbooks and Notices  
18 issued by HUD.
- 19 6. In executing this agreement, the Grantee agrees to abide by the provisions contained within  
20 all applicable Federal statutes and regulations, Executive Orders, OMB Circulars, and any  
21 assurances and certifications in the final HUD-approved application (the original approved  
22 application may have required amendments by the field/applicant), as applicable and as may  
23 be amended during the grant term. In particular, the Grantee agrees to comply with the  
24 United States Housing Act of 1937 as amended, the FY 2022 FSS NOFO dated 7/28/2022,  
25 updated 8/6/2022, 24 CFR part 984, and 2 CFR part 200.

## 26 27 **ARTICLE II: HUD REQUIREMENTS**

### 28 29 **SUB-ARTICLE A – GRANT ADMINISTRATION, CONDITIONS REQUIRING** 30 **TERMINATION OF FUNDING**

- 31
- 32 1. The Grantee shall participate in meeting(s) (if requested by HUD) with HUD’s local field  
33 office for the purpose of establishing a common understanding and strategy with respect to  
34 grant administration, timeline, deliverables, grant objectives, eligible expenses, performance  
35 measures, and the scope of work necessary to achieve grant objectives.
- 36 2. The Grantee shall furnish all necessary personnel, materials, services, equipment, and  
37 facilities and shall otherwise do all things necessary for, or incidental to, the performance of  
38 the activities and tasks set forth in the approved application, and this Grant Agreement  
39 (except as otherwise specified).
- 40 3. **Pre-award costs.** Per 2 CFR 200.458, *Pre-award costs are those incurred prior to the*  
41 *effective date of the Federal award directly pursuant to the negotiation and in anticipation of*  
42 *the Federal award where such costs are necessary for efficient and timely performance of the*  
43 *scope of work. Such costs are allowable only to the extent that they would have been*

1 allowable if incurred after the date of the Federal award and only with the written approval  
2 of the Federal awarding agency.

3 If the performance period of this grant is later than 1/1/2023, Grantees may request  
4 reimbursement for eligible costs incurred between 1/1/2023 and the start of the performance  
5 period of this FY2022 FSS grant where such costs were necessary for the efficient and timely  
6 performance of eligible activities under a FY22 FSS grant. **Grantees must contact their  
7 field office within 60 calendar days of the start of the performance period to request  
8 approval for pre-award reimbursement.** Any reimbursements must comply with 2 CFR  
9 200.458 and are at HUD's sole discretion.

10 4. The work to be performed under this Grant Agreement is outlined in the FY2022 NOFO.

11 5. The grant funds shall be used only for eligible activities. Refer to the FY2022 FSS NOFO  
12 for more information on eligible and ineligible uses of funds.

13 a. **HCV, PH or PBRA Program Functions:** *Per the FY2022 FSS NOFO*, the FSS  
14 Coordinator may perform routine HCV, PH, and/or PBRA program functions, such as  
15 annual reexaminations for FSS participants, on a limited basis and only if the use of the  
16 FSS funds enhances the effectiveness of the FSS Program. This provision is to be  
17 employed only to the extent that these functions do not interfere with the FSS Program  
18 Coordinator's ability to fully fulfill the role of the FSS Program Coordinator as their  
19 primary work. Performance of routine HCV, PH, and/or PBRA functions for non-FSS  
20 families does not enhance the effectiveness of the FSS program and is therefore an  
21 ineligible use of FSS funds. Additionally, per the FY2022 FSS NOFO, while FSS  
22 funds may be used to perform some homeownership functions for FSS families, this  
23 may not be the sole function for which funds are used. Sections IV.F.2.b and IV.F.2.c  
24 of the FY2022 FSS NOFO describe the requirements that must be met for these  
25 activities to be eligible.

26 i. **Grantees requesting to have the FSS coordinator perform HCV/PH/PBRA**  
27 **program functions must submit, to their local HUD Field Office, a narrative**  
28 **justification, explaining the routine HCV, PH, and/or PBRA program**  
29 **function(s) performed by the FSS Program Coordinator, how it will**  
30 **enhance the effectiveness of the FSS program, and why it does not impede**  
31 **the ability of the FSS Program Coordinator(s) to effectively perform FSS**  
32 **functions. The Grantee must also certify that the function(s) is not**  
33 **performed for non-FSS families. Once the Grantee has received approval**  
34 **from its local HUD Field Office to complete these activities and has certified**  
35 **they will not perform them for non-FSS families, they are not required to**  
36 **submit this justification on an annual basis, i.e. Grantees only need this**  
37 **approval one time.**

38 b. **Family Self-Sufficiency Guidebook and Online Training:**

39 i. HUD strongly encourages Grantees' executive directors, service coordinators,  
40 and resident services leadership to review the updated *Administering an*  
41 *Effective Family Self-Sufficiency Program: A Guidebook Based on Evidence*  
42 *and Promising Practices* (to be published early 2023). This guidebook  
43 provides FSS Coordinators, PHAs, owners, and HUD staff with guidance on  
44 how to develop and administer a successful and effective FSS program. The

1 old guidebook and other helpful resources can be found on HUD Exchange  
2 <https://www.hudexchange.info/programs/fss/#1-introduction>. A new  
3 Guidebook will be available in early 2023.

- 4 ii. ***Mandatory FSS Training.*** HUD is in the process of updating the Online  
5 *Mandatory Training on the FSS program to reflect changes in the Final Rule.*  
6 *The training will provide guidance on how to develop and administer a*  
7 *successful FSS program. The old mandatory training can be found at*  
8 [https://www.hudexchange.info/trainings/courses/family-self-sufficiency-](https://www.hudexchange.info/trainings/courses/family-self-sufficiency-training/)  
9 [training/](https://www.hudexchange.info/trainings/courses/family-self-sufficiency-training/). The updated training will be posted on the FSS Resources page as  
10 well as on HUD Exchange sometime in early 2023. *The Grantee is*  
11 *\*required\* to have at least one person from each grantee complete the*  
12 *updated FSS online training once it is posted. The deadline for compliance*  
13 *will be posted at the same time as the training. If the grantee does not*  
14 *complete the training by the posted deadline, access to funds will be*  
15 *suspended until the grantee is in compliance. HUD encourages every FSS*  
16 *Coordinator and supervisor/administrator to take the training. NOFO*

17 **c. Unexpended Funds.** FSS grant funds that remain unexpended by the end of the  
18 grant period (e.g., due to FSS coordinator turnover or prolonged absence) **will be**  
19 **recaptured and used to make future grants.**

- 20 6. Grantees must adhere to the Program Administration provisions on p. 30-31 of the FY2022  
21 NOFO.
- 22 a. The only allowable use of grant funds is salary and fringe benefits for FSS  
23 Coordinators – up to 40 hours per week per position. The position may be split  
24 among more than one person.
  - 25 b. Grantees are not required to obtain approval for training/travel activities that are part  
26 of training stipends under fringe benefits.
  - 27 c. Administrative costs and indirect cost rates are not applicable to this grant.
  - 28 d. Grantees may sub-contract the work of the FSS Program Coordinator.

29 **Grantees must have an FSS Action Plan approved by their local field office before enrolling any**  
30 **FSS participants.** All existing FSS programs were required to have an FSS Action Plan updated  
31 to reflect the Final Rule approved by HUD by no later than November 16, 2022. Renewal  
32 Grantees will be denied access to funds pursuant to this grant until that requirement has been  
33 met.

- 34 7. **New grantees will be required to have an FSS Action Plan approved by their local field office**  
35 **by March 31 of their first year of funding.** If an updated FSS Action Plan has been approved  
36 prior to this grant, a new Plan is NOT required, but may be submitted.

37 a. **Grantees must enroll at least 25 participants in their FSS program prior to 12/31/23 in**  
38 **order to be considered eligible for renewal funding with the FY24 Renewal FSS**  
39 **NOFA.**

- 40 8. Grantees must request prior approvals from HUD consistent with 2 CFR 200.308. In  
41 addition, should any of the following conditions arise, Grantees are required to submit in  
42 writing any changes to the previously approved grant to the local HUD field office:
- 43 a. Any change in the scope, objective, or conditions of the program.

- 1           b. Changes in any subcontracting, or otherwise obtaining the services of a third party  
2           to perform activities that are central to the purposes.  
3           c. Other changes that may adversely affect the program.
- 4 9. Grantees needing to extend the term of their grant in order to fully accomplish their goals  
5 should first speak with their Field Office Grant Administrator for HCV/PH programs or their  
6 Grant Specialist for PBRA. Generally, extensions will not be granted unless the grantee does  
7 not receive FSS funding or receives less than needed in the following year. If a grantee  
8 wishes to request an extension, a written justification explaining why the extension is needed  
9 must be submitted to the field office for review and approval. The justification must include  
10 a narrative justification explaining why the extension is needed, how much additional time  
11 will be required, and the circumstances that require the proposed extension. The local HUD  
12 field office may request additional information or documentation to clarify or verify the  
13 items included in the written narrative submitted by the Grantee to support the extension.  
14 The grantee must also have satisfied all conditions of the Grant Agreement except those that  
15 would be fulfilled in the remaining period of the grant. This includes the performance and  
16 resolution of audit findings in a timely manner.

17  
18 **Grantees should be aware that any extensions are discouraged and may result in a**  
19 **negative impact on the Past Performance review in future grant applications.**  
20

- 21 10. Any changes requested by the Grantee must be in writing (emails are acceptable). HUD will  
22 approve/reject requested changes as appropriate. Generally, HUD will approve such requests  
23 within **30 calendar days** of submission. Approved changes will be reflected by an  
24 amendment to the Notice of Award and any other documentation as directed by HUD.  
25 Amendments will become effective when the Grantee has electronically signed the amending  
26 documents.  
27

## 28 **SUB-ARTICLE B: FINANCIAL RESPONSIBILITIES**

29

- 30 1. Prior to initial drawdown of funds, all Grantees must have secured online access to the  
31 Internet as a means to communicate with HUD on grant matters. Applicants shall draw down  
32 funds using the electronic Line of Credit Control System (e-LOCCS)
- 33 2. The Grantee agrees to comply with the organizational audit requirements of OMB at 2 CFR  
34 Part 200 including audit requirements. The final audit report must cover the entire period of  
35 the grant. The Grantee must submit the audit to HUD no later than **120 calendar days** after  
36 the grant is closed, covering the entire award period originally approved or amended. All  
37 other requirements of 2 CFR Part 200 shall apply. For Grantees where an audit is required, a  
38 single audit or a program-specific audit is acceptable. If a Grantee chooses a single audit, the  
39 final audit report that includes this grant is due no later than **30 calendar days** after the  
40 single audit is completed. *According to 2 CFR 200.501, Grantees that expend less than*  
41 *\$750,000 in federal awards are exempt from the audit requirement, but records must be*  
42 *available for review or audit.*
- 43 3. The Grantee shall minimize the time elapsing between the transfer of funds from HUD and  
44 the disbursement of funds. The HUD funds are to be made available based on actual need.

1 The Grantee must make a drawdown *only* for incurred costs. Drawdowns in excess of need  
2 may result in special procedures for payments, or termination of the grant when there are  
3 persistent violations. Funds requisitioned through e-LOCCS must be disbursed within **three**  
4 **calendar days after receipt of funds drawdown.**

### 5 6 SUB-ARTICLE C: METHOD OF PAYMENT [FUNDS DRAWDOWN] 7

- 8 1. The Grantee may not draw down grant funds until all pre-conditions listed in the Notice of  
9 Award, this Grant Agreement, the NOFO or in the award letter, are completed by the Grantee  
10 and verified by HUD.
- 11 2. Payments of grant funds shall be through electronic funds transfer using e-LOCCS (Line of  
12 Credit Control System). Initial drawdown cannot be earlier than the start date of the grant  
13 term. **The basic procedure to establish access to e-LOCCS is as follows:**
  - 14 a. To establish access to e-LOCCS, the Grantee must adhere to the requirements below:  
15 [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cfo/locce\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/locce_guidelines); and  
16 complete and submit the following forms:
    - 17 i. HUD-27054 *Line of Credit Access Authorization Form* (for e-LOCCS).
    - 18 ii. SF-1199A *Direct Deposit Sign-Up Form* with sample **voided** check. NOTE:  
19 The depositor account on the SF-1199A may be the same receiving account as  
20 other HUD programs. (The SF-1199A form is available here:  
21 <http://www.gsa.gov/portal/forms/type/SF>).
    - 22 iii. These forms should be sent to the Grantee's local HUD field office for  
23 processing. Field office will provide the grant number and program area ID.
  - 24 b. To gain access to HUD Secure Systems in order to use e-LOCCS, the Grantee must  
25 follow the instructions as outlined in the e-LOCCS Registration Guide:  
26 [http://portal.hud.gov/hudportal/documents/huddoc?id=e-](http://portal.hud.gov/hudportal/documents/huddoc?id=e-LOCCS_registration_guide.pdf)  
27 [LOCCS\\_registration\\_guide.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=e-LOCCS_registration_guide.pdf).
  - 28 c. The approving official who completes block 6 of HUD form 27054-e is required to  
29 register as the **coordinator** in Secure Systems and the user who completes blocks 1-5  
30 of HUD form 27054-e is required to register as the **user** in Secure Systems.
- 31 3. After HUD processes the above documents, the Grantee will receive the following:
  - 32 a. The coordinator will receive the user identification number for the individual  
33 who will be authorized to draw down the funds from e-LOCCS.
  - 34 b. The Approving Official (who could also be the coordinator) will receive a  
35 recertification email every six months to provide continual approval for the individual  
36 who will complete the drawdowns. This email is scheduled based on the geographical  
37 location of the Grantee and will contain recertification instructions.
  - 38 c. Grantees are required to maintain the integrity and Security of e-LOCCS. Under no  
39 circumstances may Grantees share User-IDs. If HUD finds out that Grantees are  
40 sharing User-IDs, then HUD will terminate the Grantee's access to e-LOCCS and  
41 not reinstate it.
- 42 4. Once the Grantee's staff person who is responsible for completing drawdowns and their  
43 approving official has made role assignments in e-LOCCS, the Grantee is technically

1 equipped to request drawdowns. An e-LOCCS Getting Started Guide can be obtained  
2 from: [https://www.hud.gov/sites/documents/E-LOCCS\\_REGISTRATION\\_GUIDE.PDF](https://www.hud.gov/sites/documents/E-LOCCS_REGISTRATION_GUIDE.PDF)

- 3 5. If at any time, the user (person who completes blocks 1-5 of HUD form 27054-e) vacates  
4 their position within the organization, the Approving Official must complete HUD form  
5 27054-e to terminate the user's access and forward that form to their local HUD field  
6 office. The form should not contain the Social Security number of the employee who has  
7 left the organization as that is a security violation since the user is no longer available to  
8 sign the e-LOCCS form. The Grantee must designate a new user, by completing another  
9 HUD form 27054-e. Similarly, if the Approving Official (person who completed block 6 of  
10 HUD form 27054-e) leaves or changes their position, the new Approving Official must  
11 execute the Change of Approving Official Letter.
- 12 6. If you are suspended from e-LOCCS due to 90 days of inactivity, the next time you access  
13 e-LOCCS:
- 14 • You will be prompted to answer 1 of your 3 personal security questions  
15 previously entered in e-LOCCS.
  - 16 • If you are unable to answer any of the 3 questions, you will be instructed to call OCFO  
17 Security and provide your previously entered personal 5-digit e-LOCCS PIN.
  - 18 • If you are unable to correctly provide your 5-digit PIN;
    - 19 ○ Regular users will have their e-LOCCS access terminated and must  
20 submit another 27054E e-LOCCS security form to be reinstated.
    - 21 ○ Approving Officials will be required to fax a form letter to OCFO  
22 Security requesting reinstatement.

23 **7. E-LOCCS Program Edits.**

- 24 a. E-LOCCS will automatically perform a series of review edits (both generic and  
25 program specific) of each payment request. Failure of one of the program edits  
26 will cause the payment request to be referred to the HUD field office for review.  
27 b. The HUD field office will complete the review. The request will remain in the  
28 system and further drawdowns will not be allowed until that review is complete  
29 and the drawdowns approved or rejected.
- 30 c. Some HUD field offices may place all Grantees on manual review (in  
31 accordance with sub-article H). This means that all requests for reimbursement  
32 will be reviewed by e-LOCCS (see sub-paragraph a above) as well as the HUD  
33 field office staff with oversight responsibility prior to approving a drawdown  
34 request.
- 35 d. The Grantee shall immediately contact the HUD field office when there is a  
36 question regarding the request or when the request has been referred to the HUD  
37 program office for review. A request will be referred to the program office for  
38 review when:
- 39 i. There are requests for over 10% of total grant funds per calendar month.
  - 40 ii. The Grantee attempts to draw over 100% of the grant
  - 41 iii. Failure to submit an annual HUD form SF-425 - *Financial Status Report*,  
42 or any other relevant documents as defined by this agreement and 2 CFR  
43 part 200. E-LOCCS shall not accept a request for funds if required reports



1 from the Grantee are ten or more days overdue and will not accept future  
2 requests until the HUD field office confirms receipt and approval of the  
3 reports.

- 4 e. If the Grantee repeatedly fails to submit required forms, e-LOCCS will be  
5 converted to a system in which the HUD Field Office will **manually** review each  
6 drawdown request prior to releasing funds to the Grantee.  
7

8 **SUB-ARTICLE D: AUTHORIZED FUNDS BY BUDGET LINE ITEM NUMBER**  
9

- 10 1. Please see Article II, Sub-Article A, Numbers 4 and 5 above.  
11 2. The Grantee’s budget consists of one Budget Line Item:  
12 a. 1168 – FSS Coordinator (salary & fringe)  
13

14 **SUB-ARTICLE E: REPORTING REQUIREMENTS (§ 984.401)**  
15

16 Grantees must submit a SF-425 to your local HUD field office no later than **120 calendar**  
17 **days** after the end of the performance period. The reporting period will cover the  
18 performance period of the grant (see Article I, Number 4 above). PHA Grantees must also  
19 ensure that reporting on Section 17 of the HUD-50058 (Section 23 of HUD-50058-MTW for  
20 Moving to Work PHAs and Section 23 of HUD-50058-MTW-Expansion once that form is  
21 implemented) is correct and up to date within the PIC system. PBRA grantees must report  
22 annually as required using the Multifamily FSS Reporting Tool and submitting an annual  
23 narrative report. If the total Federal share of your Federal award includes more than  
24 \$500,000 over the period of performance, you may be subject to post award reporting  
25 requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient  
26 Integrity and Performance Matters.  
27

- 28 1. Progress Determination. HUD shall determine the Grantee’s progress based upon a review  
29 of HUD-50058 Section 17 (and HUD-50058-MTW and HUD-50058-MTW-Expansion  
30 Section 23) data submitted to PIC (for PH and HCV programs) and Multifamily FSS annual  
31 reporting (for PBRA programs) as well as compliance with financial and reporting  
32 requirements.  
33 2. Annual Report. All grantees will be required to submit an annual report containing non-  
34 participant-specific questions, as approved in the FSS Information Collection PRA. A  
35 sample is available  
36 [https://www.hud.gov/sites/dfiles/PIH/documents/FSS\\_Annual\\_Report\\_for\\_posting.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/FSS_Annual_Report_for_posting.pdf). The  
37 request will be sent electronically.  
38 3. Record Management. The HUD field office shall maintain official records on Grantees’  
39 performance measures and progress reports. However, Grantees must also maintain such  
40 records, including the SF-425, HUD review, and/or evaluations.  
41 4. Documentation. You shall maintain documentation in participant files (paper or electronic)  
42 that corroborate the achievement of each interim and final goal in the Contract of  
43 Participation such that an outside auditor could verify the fulfillment of the Contract of  
44 Participation. This could include certificates of completion, test scores, pay stubs, receipts,

1 or other third-party verification as available or personal certifications if third-party  
2 verification is not available.

- 3 5. Additional Information Requests. You shall comply with all other reporting requirements  
4 from time to time established by HUD, in its sole discretion, in connection with FSS. HUD  
5 has the authority and total discretion to request the Grantee to report information or produce  
6 documents to HUD related to or involving the administration of the grant at any time and  
7 without need to establish cause. Failure to comply with such a request may serve as a basis  
8 for default and grant termination. You also agree you will:
- 9 a. fully cooperate with all information gathering requests made by HUD or contractors  
10 of HUD in the course of authorized evaluations of FSS; and
  - 11 b. if requested, submit any post-closeout reports, in the forms prescribed by HUD, for  
12 up to three years from the date of the submission of the annual financial report, per 2  
13 CFR 200.333 “Retention requirements for records.”
- 14 6. HUD has the authority and total discretion to request the Grantee to report information or  
15 produce documents to HUD related to or involving the administration of the grant at any time  
16 and without need to establish cause. Failure to comply with such a request may serve as a  
17 basis for default and grant termination.

18  
19 **SUB-ARTICLE F: ADMINISTRATIVE REQUIREMENTS**  
20

- 21 1. Grantees must comply with all HUD program rules and regulations, as they may be amended  
22 within the grant term.
- 23 2. Grantees shall maintain, and have access to, copies of documents relating to the award and  
24 administration of this grant for at least three years after final closeout date of the grant for  
25 inspection by HUD, the Government Accountability Office, or their duly authorized  
26 representatives.
- 27 3. Grantees’ accounting systems must ensure that HUD funds are not co-mingled with funds  
28 from other Federal, State, or local government agencies or other HUD program funds. Funds  
29 specifically budgeted and/or received for one program may not be used to support or  
30 reimburse another. Where your accounting system cannot comply with this requirement, you  
31 must establish a system to provide adequate fund accountability for each program for which  
32 you have been awarded funds. Your selection of depository facility (such as a bank for  
33 example) shall be compliant with Federal regulations and have insurance from the Federal  
34 Deposit Insurance Corporation or the National Credit Union Share Insurance Fund to insure  
35 the established account.
- 36 4. Grantees agree to comply with the following requirements for which HUD has enforcement  
37 responsibility 2 CFR part 200, including procurement requirements and cost principles set  
38 forth in 2 CFR part 200, subpart E.
- 39 5. Equal Opportunity Requirements. Grant funds must be used in accordance with the  
40 following:
- 41 a. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d)  
42 (Nondiscrimination in Federally Assisted Programs) and implementing  
43 regulations issued at 24 CFR Part 1.

- b. The Fair Housing and Civil Rights Laws, which encompass the Fair Housing Act and related authorities (cf. 24 CFR 5.105(a)).
  - c. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.
  - d. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60.
6. The regulations in 24 CFR 87, related to lobbying, including the requirement that the Grantee obtain certifications and disclosures from all covered persons.
  7. Drug-free Workplace Requirements (Grants) in 2 CFR 2424.
  8. Restrictions on participation by ineligible, debarred or suspended persons or entities at 2 CFR Part 2424, Subparts A through J, which are applicable to contractors and sub-grantees.

*Other applicable regulations.*

9. Grantees' computer systems must operate in accordance with HUD's computer systems and software to facilitate any and all electronic documents for conversion to HUD computer systems and software. That is, when sending/transferring documents, or e-mail to HUD, the systems must be compatible so that we receive an exact copy.
10. Grantees' computer and information systems must be able to access HUD's website(s) so that data can be inputted as may be required by the grant; information can be retrieved; and funding through HUD's e-LOCCS system may be accessed.

### **SUB-ARTICLE G: GRANT CLOSEOUT**

1. 2 CFR 200.343 Closeout prescribes uniform closeout procedures for recipients of Federal grants. It is the Grantee's responsibility to comply in full with all closeout reporting requirements and to submit closeout reports in a timely manner.
2. The Grantee should initiate project closeout within **30 calendar days** of the grant's termination date.
3. The Grantee recognizes that the closeout process may entail review by HUD to determine compliance with the Grant Agreement. The Grantee shall cooperate with any and all reviews which may include making available records requested for on-site HUD inspection.
4. Within **120 calendar days** after the Period of Performance End Date the grant or any approved extension (revised end-date), you must submit the following documents to the HUD field office:
  - a. A Certification of Project Completion, which is a statement written and signed by you
  - b. A Certification of Compliance with all requirements of the Grant Agreement, which is a statement written and signed by you
  - c. **Financial Report (SF-425) (see Sub-Article E).** Grantees must submit an SF-425 for the 12-month period of the grant. This submission also serves as the Grantee's final report which is a cumulative summary of expenditures to date and must indicate

- 1 the exact balance of unexpended funds. (The report shall cover the grant start date to  
2 the end of grant).
- 3 5. The HUD local field office will review Preliminary Close-Out Materials to confirm that:  
4 a. The amounts on the final FSS Budget and SF-425 agree as to funds approved,  
5 obligated, and expended.  
6 b. The amount of funds approved and disbursed on the SF-425 agrees with HUD records  
7 in e-LOCCS.  
8 c. If HUD disbursed more funds than the Grantee expended, the Grantee will  
9 immediately remit to HUD the excess funds, without waiting for completion of the  
10 final audit.
- 11 6. When the final HUD form SF-425 is approved, the HUD field office will establish the  
12 amount due to HUD or recapture any unused grant funds as applicable.
- 13 7. When the HUD field office has determined to its satisfaction that the grant activities were  
14 completed and all Federal requirements were satisfied, the HUD field office will execute a  
15 closeout amendment to the Grant Agreement with the Grantee.
- 16 8. The Closeout Agreement or clause will include the Grantee's agreement to abide by any  
17 continuing Federal requirements.
- 18 9. Failure to submit the required financial report or any required audit report; or to resolve  
19 program, financial or audit issues, may result in a suspension or termination of any and/or all  
20 HUD grant payments.
- 21 a. If the Grantee does not submit all reports within one year of the period of  
22 performance end date, HUD must report the Grantee's material failure to comply with  
23 the terms and conditions of the award with the OMB-designated integrity and  
24 performance system (currently FAPIIS). HUD may also pursue other enforcement  
25 actions per [§ 200.339](#).

## 26 27 SUB-ARTICLE H: DEFAULT

### 28 29 Unsatisfactory Performance/Default

- 30
- 31 1. **Default.** A default under this Agreement shall consist of any failure to comply with Federal  
32 statutes, regulations, or the terms and conditions of the FSS grant or any material  
33 misrepresentation in the application submissions. If HUD determines that the Grantee has  
34 defaulted under this Agreement, HUD may take any remedial action legally available,  
35 including remedial actions outlined in 2 CFR part 200. Actions that may constitute a default  
36 under this Agreement include, but are not limited to:
- 37 a. use of funds provided under this Grant Agreement for any purpose, in any manner or at  
38 any time, other than as authorized by this Grant Agreement;
- 39 b. failure to comply with the FSS Program Requirements or any other Federal, State, or  
40 local laws, regulations, or requirements applicable in operating the FSS Program;
- 41 c. failure to make any submission under Article II, perform any obligation, or otherwise  
42 fail to proceed in a manner consistent with the NOFO application;
- 43 d. any material misrepresentation in any of the required submissions, including, without  
44 limit, any misrepresentations in any of the submissions required by Article II); or

- 1 e. failure to comply with, or any material breach of, any other requirements, conditions,  
2 or terms of this Grant Agreement.
- 3 2. **Additional Conditions**. If a Grantee defaults under this Agreement, HUD may impose  
4 additional conditions, as described in 2 CFR 200.208. Additional conditions will be  
5 imposed in compliance with 2 CFR 200.208(c). Additional conditions HUD may impose  
6 may include, but are not limited to:
- 7 a. Requiring additional, more detailed financial reports;  
8 b. Requiring additional grant monitoring;  
9 c. Requiring the Grantee to obtain technical or management assistance;  
10 d. Establishing additional prior approvals;  
11 e. Requiring the Grantee to follow a HUD-approved detailed schedule of grant  
12 activities;  
13 f. Requiring HUD manual review and approval of every drawdown request.
- 14 3. **Other Remedies**. If HUD determines that a default cannot be remedied by imposing  
15 additional conditions, HUD may, pursuant to 2 CFR 200.339, take one or more of the  
16 following actions, as a proportional response:
- 17 g. Temporarily withhold cash payments pending correction of the deficiency by the  
18 Grantee or more severe enforcement action by HUD.  
19 h. Disallow all or part of the cost of the activity or action not in compliance.  
20 i. Wholly or partly suspend or terminate the grant.  
21 j. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180  
22 and HUD regulations.  
23 k. Withhold further grant awards for the program.  
24 l. Reduce the FSS Program Grant in the amount affected by the default.  
25 m. Recapture any FSS Program Grant funds not obligated by the Grantee.  
26 n. Take action against the Grantee under 2 CFR part 2424 and Executive Order 12549  
27 with respect to future HUD or Federal grant awards.  
28 o. Take other remedies that may be legally available, including requiring  
29 reimbursement by the Grantee for grant amounts used improperly.
- 30 4. **Notice of Termination and Opportunity to Object**. If the Grantee materially defaults  
31 under this Agreement, HUD may terminate the grant. Any findings regarding a Grantee's  
32 failure to abide by the terms of this grant that would support a termination of funding shall  
33 be exclusively within HUD's discretion. Additionally, pursuant to 2 CFR 200.340(a)(2),  
34 this grant may be terminated in whole or in part by HUD, to the greatest extent authorized  
35 by law, if an award no longer effectuates the program goals or agency priorities. If HUD  
36 pursues termination of the grant, HUD will follow the termination process established in 2  
37 CFR part 200, including providing notice of termination pursuant to 2 CFR 200.341.  
38 Pursuant to 2 CFR 200.342, HUD will also provide the Grantee an opportunity to object  
39 and provide information and documentation challenging a termination.
- 40 5. **Delinquent Federal Debts**. Consistent with the purposes and intent of 31 U.S.C. 3720B  
41 and 28 U.S.C. 3201(e), Grantees with an outstanding federal debt must provide to HUD a  
42 negotiated repayment schedule which is not delinquent or have made other arrangements  
43 satisfactory to HUD. If arrangements satisfactory to HUD cannot be completed within 90  
44 days of notification of selection, HUD will not make an award of funds to the Grantee but

1 offer the award to the next eligible Grantee. Applicants selected for funding, or awarded  
2 funds, must report to HUD changes in status of current agreements covering federal debt. If  
3 a previously agreed-upon payment schedule has not been adhered to or a new agreement  
4 with the federal agency to which the debt is owed has not been signed, the Grantee will be  
5 considered to be in default under this Agreement.  
6

7 **SUB-ARTICLE I: GRANT MODIFICATION OR TERMINATION**  
8 **BY AGREEMENT BETWEEN HUD AND GRANTEE**  
9

- 10 1. HUD and the Grantee may mutually agree to modify this agreement as to time, cost, or  
11 activity by using the Notice of Award and/or Grant Agreement in whole or in part, at any  
12 time.  
13 2. Pursuant to 2 CFR 200.340(a)(3), HUD and the Grantee may mutually agree to terminate the  
14 agreement, including for convenience; if HUD and the Grantee agree to terminate the  
15 Agreement, the two parties must agree upon the termination conditions, including the  
16 effective date and, in the case of partial termination, the portion to be terminated. Pursuant to  
17 2 CFR 200.340(a)(4), the Grantee may terminate the Agreement upon sending to HUD  
18 written notification setting forth the reasons for such termination, the effective date, and, in  
19 the case of partial termination, the portion to be terminated. If either HUD or the Grantee  
20 seeks to terminate this agreement, it must provide at least 30 days' advance written notice to  
21 the other party.  
22

23 **SUB-ARTICLE J: DISPUTES**  
24

25 Disputes between the Grantee and HUD shall, to the maximum extent possible, be  
26 resolved by mutual agreement between the Grantee and the Public Housing Director in the Field  
27 Office for PH and HCV programs, or the Asset Management Division Director for PBRA  
28 programs (Grant Officer). If agreement cannot be reached, the Grantee can submit, in writing, a  
29 disputed issue to the Grant Officer. The Grant Officer will consider the disputed issue and  
30 prepare a written decision. The Grantee may appeal the Grant Officer's decision within 30 days  
31 after receipt of notification. Appeals will be reviewed by the Director of Community and  
32 Supportive Services, Office of Public Housing Investments, 451 7<sup>th</sup> Street, SW, Room 4130,  
33 Washington, D.C. 20410. The decision of the Director of Community and Supportive Services  
34 shall be final. However, the Grantee does not waive any legal remedy by agreeing to this  
35 provision.  
36

37 **SUBARTICLE K: MONEY DAMAGES**  
38

39 This Grant Agreement does not contemplate money damages for breach of the agreement  
40 by HUD. The Grantee is entitled to any relief against HUD for breach of the agreement that is  
41 provided by the Administrative Procedure Act.

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3 **ARTICLE III: GRANTEE PERFORMANCE**  
4

5 HUD will judge performance based upon whether the Grantee achieves the agreed upon  
6 activities within grant time limits and within budget and whether the Grantee has produced  
7 tangible results through the implementation of grant activities.  
8

9 **Program Coordinator.** See the FY2022 FSS NOFO for a sample position description of an  
10 FSS Program Coordinator.  
11

12 **Public Housing Information Center (PIC).** All PHA FSS programs must report activities of  
13 their FSS enrollment, progress, and exit activities of their FSS program participants through  
14 required submissions of the form HUD-50058 at least annually. HUD’s assessment of the  
15 accomplishments of the FSS programs of PHAs funded under this NOFO will be based primarily  
16 on PIC system data obtained from forms HUD-50058, HUD-50058-MTW, and HUD-50058-  
17 MTW-Expansion. All PBRA programs must report at least annually via the Multifamily FSS  
18 Reporting Tool and annual narrative report. HUD requires submission of racial and ethnic data  
19 and form (HUD-27061-H) that is often used for that purpose. PBRA properties with FSS  
20 programs must submit form HUD-27061-H to their Grant Specialist. For PH and HCV  
21 programs, the HUD-50058, HUD-50058-MTW, and HUD-50058-MTW-Expansion forms,  
22 which provide racial and ethnic data to HUD’s PIC data system, are comparable program forms  
23 that must be submitted annually instead of the HUD-27061-H by PHAs for reporting racial and  
24 ethnic data for FSS program participants. See Notice PIH 2016-08, and any subsequent  
25 amendments to the notice, for information on FSS reporting requirements in PIC. A webcast  
26 training on the provisions of PIH 2016-08 was published on August 12, 2016. Also note that  
27 HUD updated the warnings and fatal edits related to FSS PIC reporting. All of the preceding  
28 documents and information can be found on the FSS webpage at the following address:  
29 [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/fss](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fss)  
30

31 **Voucher Management System (VMS).** PHAs must continue to report HCV FSS coordinator  
32 expenses into VMS for any HCV FSS funds made available under the FY 2013 (or earlier) HCV  
33 FSS NOFO. However, due to the combined funding streams starting with the FY 2014 FSS  
34 NOFO, PHAs will no longer use VMS to report HCV FSS coordinator expenses for funds made  
35 available under this NOFO. Note that PHAs must continue to enter the amount of HCV FSS  
36 escrow deposits and HCV FSS escrow forfeitures into VMS for all funds made available. Also  
37 note that amounts expended in excess of the FSS grant for costs associated with the  
38 administration of the FSS program which are allocated to the HCV program including the FSS  
39 coordinator's salary and benefits as well as additional eligible costs such as office space,  
40 computer costs, office supplies, etc. must be reported in VMS as administrative expenses. PHAs  
41 with an FSS program serving both PH and HCV families with costs not chargeable to funds  
42 awarded under this NOFO will be required to develop a cost allocation method that allocates  
43 these expenses fairly between the two programs. See REAC Accounting Brief #23 and any  
44 subsequent revisions for more information on how to record and account for FSS expenses.

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**ARTICLE IV: GRANTEE MISREPRESENTATION**

The Grantee or any subcontractor to the Grantee bound by this instrument who makes or causes to be made a false statement, claim, or misrepresentation, which the Grantee or entity knows or has reason to know is false, may be imprisoned and/or fined in accordance with civil or criminal penalties and/or fines applicable under law, including Title 18 of the United States Code (U.S.C.), Title 31, et seq. (Program Fraud Civil Remedies Act) and any other applicable provisions of Federal, State or local law.



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**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 April 2023. The financial reporting was completed in a timely and thorough manner. I reviewed all other information and no mistakes in accounting were found – all transactions were just normal purchases related to their programming.

The Resident Council host a “going away” party for me and it seemed well attended – there was a great cake so that always helps bring in the crowd! It has been a great reward for me, personally, to work with our residents through their Resident Council. Encouraging the creation of these councils was one of the best ideas HUD ever had and I am glad that TCHC supports their many endeavors through this organization.

I wish them much luck going forward! AND thank you so much for the wonderful party (my boys did not appreciated those posters when I hung them in their rooms). 😊

**ATTACHMENT:** April Financial Report  
April Bank Statement  
Letter from the RTRC President

# Riverview Terrace Resident Council

## FY 2022-2023

	July	Jan	Feb	March	April	May	June
<b>Restricted Balance Forward</b>	\$ 1,252.95	\$ 2,030.20	\$ 1,914.33	\$ 1,893.84	\$ 1,826.45	\$ 1,795.66	\$ 1,795.66
<b>Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 373.96	\$ 115.87	\$ 20.49	\$ 67.39	\$ 30.79	\$ -	\$ -
<b>SUB TOTAL</b>	\$ 878.99	\$ 1,914.33	\$ 1,893.84	\$ 1,826.45	\$ 1,795.66	\$ 1,795.66	\$ 1,795.66
<b>Unrestricted Balance Forward</b>	\$ 3,630.12	\$ 3,145.18	\$ 3,145.18	\$ 3,145.18	\$ 3,105.25	\$ 3,061.90	\$ 3,061.90
<b>Income</b>	\$ 80.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 133.17	\$ -	\$ -	\$ 39.93	\$ 43.35	\$ -	\$ -
<b>Savings Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	\$ 3,577.45	\$ 3,145.18	\$ 3,145.18	\$ 3,105.25	\$ 3,061.90	\$ 3,061.90	\$ 3,061.90
<b>EOM TOTAL*</b>	\$ 4,456.44	\$ 5,059.51	\$ 5,039.02	\$ 4,931.70	\$ 4,857.56	\$ 4,857.56	\$ 4,857.56

\* Equals Bank Statement

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

**Petty Cash = \$ 100.00**

**GRAND TOTAL = \$ 5,007.56**

**Current as of April 30, 2023**



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

Your Statement Of Accounts  
04/01/2023-04/30/2023  
Your Account Number  
xxxxxx1794  
Page 1

89972 1 AV 0.471 153777-89972-254  
RIVERVIEW TERRACE RESIDENT COUNCIL  
150 PINE ST # MB1  
TRAVERSE CITY MI 49684-2478

Your money is safe with us. At LMCU, we take your financial security seriously. We take steps to better protect our members' deposits and remain financially sound and secure. If you have questions, reach out to us at (800) 242-9790, stop by your local branch, or visit LMCU.org.

Federally insured by NCUA.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$4,931.70	\$4,857.56
	Total		\$4,907.56

MEMBER SAVINGS

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

FREE CHECKING

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Apr 01		Beginning Balance			\$4,931.70
Apr 07	Apr 07	Withdrawal POS #309715760404 DOLLAR TREE 734 MUNSON TRAVERSE CITY MI	(\$10.30)		\$4,921.40
Apr 07	Apr 07	Withdrawal POS #309700244009 TOMS EAST BAY 738 MUNSON AVE TRAVERSE CITY MI	(\$7.41)		\$4,913.99
Apr 12	Apr 12	Withdrawal POS #310211623751 MEIJER 033 TRAVERSE CITY MI	(\$35.94)		\$4,878.05
Apr 15	Apr 15	Withdrawal Bill Payment #310526104165 Spectrum 855-707-7328 MO	(\$20.49)		\$4,857.56
Apr 30		Ending Balance			\$4,857.56

Dividend Summary

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

Your current account relationship is Value



May 18,2023

From: Riverview Terrace Resident Council

To: Traverse City Housing Commission

Dear Commissioners,

We have said our farewells to Tony Lentych at his going away party, wishing him the best. He will be greatly missed!

The stress level of the renovations is coming to an end, we can see light at the end of the tunnel. This has been a trying time for many of our residents. Though there were some opinions this could have been handled better, it is a daunting task with many factors. Which included a delay for some, due to cabinets lost in a fire, pack and unpack many apartments, moving furniture, storing supplies, one elevator working, just to name a few.

First Contracting employees, our maintenance staff and management did an admiral job that should be commended. Working together during these trying times to eliminate as much stress as possible.

We are planning a Celebration Picnic for June 28<sup>th</sup>, as the work comes to an end. Great food, games, live-music and fun for all! Steve Mora, from CRG Residential, next door, offered to a donation for the picnic, since his project will be also finishing around the same time.

Future planning for the coming months being reviewed, will keep you posted.

Sincerely



Ellen Corcoran, President





Traverse City  
Housing Commission  
*a Public Housing Authority*

## **OLD BUSINESS**

Memorandum on RAD Construction Progress

Memorandum on Parkview Senior Housing Apartments

Memorandum on TCHC – BATA Transit Oriented Development Update

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Riverview Terrace Rehab/RAD Update

**MESSAGE:**

All units have been started and only a few that didn't get kitchens will be left to finish after this week. Next up will be the window replacement process. This part of the schedule may be adjusted slightly requiring a "cleaning" of the window sills prior to the replacement of the window. But the good news is that the residents do not have to leave their apartments when the windows are being replaced.

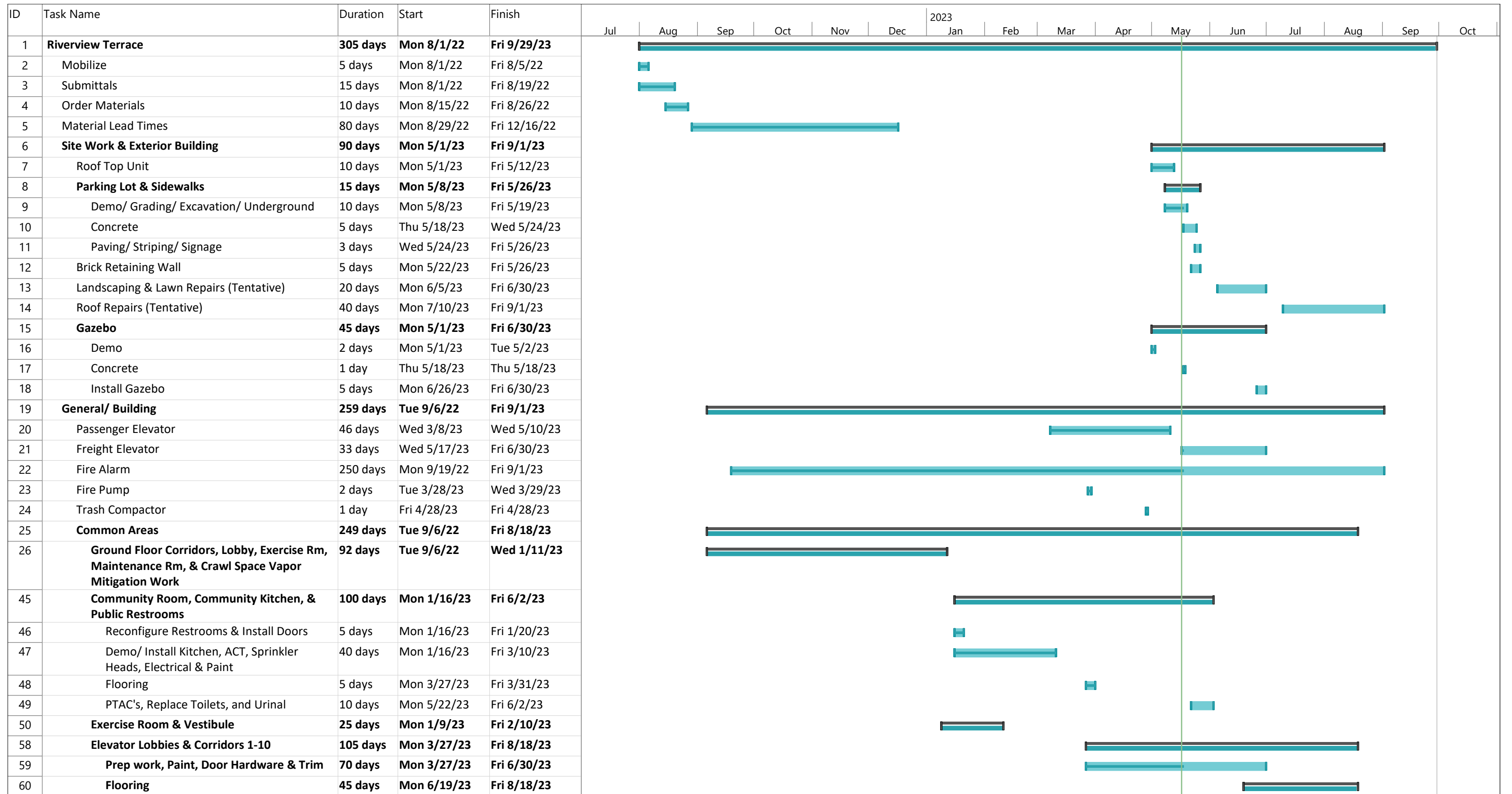
One elevator is completed and it is nice! The other one will not be rebuilt over the next six-plus weeks.

The parking lot is now under construction and this has been quite the challenge. We made arrangements to relocate all of the cars and only one had to be towed (it is a 1994 model that had not been driven in a long while). This part of the project should be finished by Memorial Day weekend. We lost a lot of trees (more than we planned) but more should be planted at the end.

Wayne Workman has now met all of the development team members and the construction leaders. I have full confidence in his ability to track along with all of these issues and keep you informed.

This building will be something you can all be proud of at the end of this project.

**ATTACHMENTS:** Construction Schedule as of mid-May (subject to change)  
Parking Lot Construction Meeting Notice



Project: Riverview Terrace  
Date: Wed 5/17/23

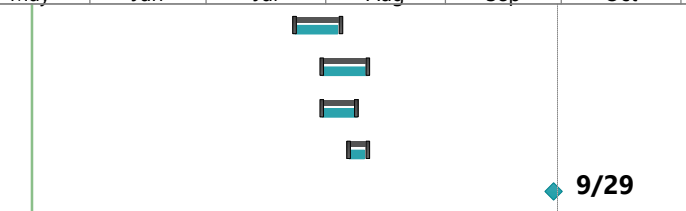
Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Name	Duration	Start	Finish	2023																	
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
61	10th & 9th Floor	4 days	Mon 6/19/23	Thu 6/22/23																		
62	8th & 7th Floor	4 days	Mon 7/10/23	Thu 7/13/23																		
63	6th & 5th Floor	4 days	Mon 7/24/23	Thu 7/27/23																		
64	4th & 3rd Floor	4 days	Mon 8/7/23	Thu 8/10/23																		
65	2nd & 1st Floor	4 days	Mon 8/14/23	Thu 8/17/23																		
66	<b>Barrier Free Apartments (02 Stack)</b>	<b>110 days</b>	<b>Mon 8/1/22</b>	<b>Fri 12/30/22</b>																		
85	<b>Typical Unit Renovations</b>	<b>210 days</b>	<b>Mon 10/24/22</b>	<b>Fri 8/11/23</b>																		
86	<b>Phase 1 - Appliances</b>	<b>57 days</b>	<b>Mon 10/24/22</b>	<b>Tue 1/10/23</b>																		
97	<b>Phase 2 - Closet Shelving &amp; Paint/ Bedroom, Bathroom &amp; Entry Closet Door Hardware &amp; Smoke Detection</b>	<b>55 days</b>	<b>Mon 11/7/22</b>	<b>Fri 1/20/23</b>																		
129	<b>Phase 3 - Abatement/ Kitchens/ Water Heaters/ Lighting/ Bifolds/ Flooring/ Paint</b>	<b>76 days</b>	<b>Thu 1/26/23</b>	<b>Thu 5/11/23</b>																		
342	<b>Phase 4 - Windows/ Blinds (ALL UNITS)</b>	<b>60 days</b>	<b>Mon 5/22/23</b>	<b>Fri 8/11/23</b>																		
343	<b>10th &amp; 9th Floor</b>	<b>20 days</b>	<b>Mon 5/22/23</b>	<b>Fri 6/16/23</b>																		
344	<b>Part 1 - Window Prep &amp; Wipes</b>	<b>7 days</b>	<b>Mon 5/22/23</b>	<b>Tue 5/30/23</b>																		
345	1012, 1011, 1007, 1006, 1004	2 days	Mon 5/22/23	Tue 5/23/23																		
346	912, 908, 907, 906, 905, 904, 901	2 days	Mon 5/22/23	Tue 5/23/23																		
347	Clearance Period	5 days	Wed 5/24/23	Tue 5/30/23																		
348	<b>Part 2 - Installation</b>	<b>13 days</b>	<b>Wed 5/31/23</b>	<b>Fri 6/16/23</b>																		
349	1001 & 1002	1 day	Wed 5/31/23	Wed 5/31/23																		
350	1003 & 1005	1 day	Thu 6/1/23	Thu 6/1/23																		
351	1008 & 1009	1 day	Fri 6/2/23	Fri 6/2/23																		
352	1010 & 1013	1 day	Mon 6/5/23	Mon 6/5/23																		
353	902 & 903	1 day	Tue 6/6/23	Tue 6/6/23																		
354	909 & 910	1 day	Wed 6/7/23	Wed 6/7/23																		
355	911 & 913	1 day	Thu 6/8/23	Thu 6/8/23																		
356	1004, 1006, 1007	1 day	Mon 6/12/23	Mon 6/12/23																		
357	912, 1011, 1012	1 day	Tue 6/13/23	Tue 6/13/23																		
358	901, 904, 905	1 day	Wed 6/14/23	Wed 6/14/23																		
359	907, 908, 906	1 day	Thu 6/15/23	Thu 6/15/23																		
360	<b>8th &amp; 7th Floor</b>	<b>15 days</b>	<b>Mon 6/12/23</b>	<b>Fri 6/30/23</b>																		
361	<b>Part 1 - Window Prep &amp; Wipes</b>	<b>7 days</b>	<b>Mon 6/12/23</b>	<b>Tue 6/20/23</b>																		
365	<b>Part 2 - Installation</b>	<b>10 days</b>	<b>Mon 6/19/23</b>	<b>Fri 6/30/23</b>																		
374	<b>6th &amp; 5th Floor</b>	<b>20 days</b>	<b>Mon 6/26/23</b>	<b>Fri 7/21/23</b>																		
375	<b>Part 1 - Window Prep &amp; Wipes</b>	<b>7 days</b>	<b>Mon 6/26/23</b>	<b>Tue 7/4/23</b>																		
379	<b>Part 2 - Installation</b>	<b>10 days</b>	<b>Mon 7/10/23</b>	<b>Fri 7/21/23</b>																		
388	<b>4th &amp; 3rd Floor</b>	<b>15 days</b>	<b>Mon 7/17/23</b>	<b>Fri 8/4/23</b>																		
389	<b>Part 1 - Window Prep &amp; Wipes</b>	<b>7 days</b>	<b>Mon 7/17/23</b>	<b>Tue 7/25/23</b>																		

Project: Riverview Terrace Date: Wed 5/17/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



ID	Task Name	Duration	Start	Finish	2023											
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
393	Part 2 - Installation	10 days	Mon 7/24/23	Fri 8/4/23												
402	2nd & 1st Floor	10 days	Mon 7/31/23	Fri 8/11/23												
403	Part 1 - Window Prep & Wipes	7 days	Mon 7/31/23	Tue 8/8/23												
407	Part 2 - Installation	5 days	Mon 8/7/23	Fri 8/11/23												
412	Substantial Completion	0 days	Fri 9/29/23	Fri 9/29/23												



Project: Riverview Terrace Date: Wed 5/17/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

# PARKING MEETING

## READY FOR THE PARKING LOT PROJECT?

**THURSDAY, MAY 4, 2023 AT 4:00 PM**

TCHC Executive Director, Tony Lentych, will discuss the parking plans for the rest of the month and will distribute parking passes.

**This meeting is only for residents with registered vehicles.**

**Bring your questions and concerns!**



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

### **LOCATION:**

**RIVERVIEW TERRACE COMMUNITY ROOM**

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Eighth Street/Parkview Senior Housing Update

**MESSAGE:**

This project is starting to pick up some steam.

Our architects created a new site plan and elevations and now our builder is now trying to finalize the new cost estimates. We do have a bit of a “gap” in our financial proforma but we have several ways to address this – including applying to MSHDA and other partners for funding. This is occurring all over the State of Michigan as construction costs are rising much faster than anticipated. These delays, caused by our disagreements with MSHDA, were costly.

Under New Business, you will be discussing purchasing of this property from our partners prior to closing on the financial package with MSHDA. This is from last month’s memorandum:

As part of the closing process, it seems that there would be some significant benefit to TCHC owning this property outright. You may recall that we purchased this property with our development team members, Ethos, when our option to purchase expired. Independent Bank is the holder on that mortgage. To this end, we would like to move forward with a plan for TCHC buying out the Ethos interest in the TC 1223, LLC entity, rather than a sale of the property. This will keep the ownership of the property in the name of TC 1223, LLC, which will then be wholly owned by TCHC.

The development team would like to act on this quickly but there is no hard deadline on this transaction. If you are comfortable with this, then move forward. Should you have questions, Wayne Workman and Gary Scheuren should be able to answer them. It really is just a matter of our development partners “getting out of the deal” before closing but still be able to realize the purchase price of the property (after holding it for so long) that will occur at the closing. This is similar to the way we handled the sale of Riverview Terrace at last year’s closing. And again, we had no partners on the pre-closing side of that deal either.

**ATTACHMENTS:** None

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC-BATA Transit Oriented Development Update

**MESSAGE:**

Our development team is now meeting with Wayne Workman. He can tell you that we feel good about our chances to receive funding from the MSHDA pass-through bond program – especially since we have our gap funding. We are starting to move forward with that as a reality regardless of the outcome of the most recent tax credit round. This will get us to the starting line much quicker and TCHC can refocus for the build out of the site after that. Speaking of the “gap” funding that we will be utilizing for the pass-through program, we now have an executed contract with MEDC for the \$6 million! It appears an e-mail was never delivered to us earlier this year. But we are not bound to MEDC to spend that funding. TCHC is also now an “approved” vendor for the State of Michigan so that money can be forwarded to us in the near future.

The first road on the property has been approved. We will use “Carriage View Lane” in the road for the bus transfer station.

TCHC has filed the Conservation Easement on our property’s wetlands. This was a requirement of the PUD and needed to be executed prior to work commencing on the site (part of the final EGLE approval).

BATA and TCHC were able to execute a share cost MOU for the sewer and water infrastructure. TCHC has to pay 86% of these costs because we are using the most “REUs” for this system. However, TCHC will also receive 86% of the fees other builders on that corner have to pay in order to connect to this infrastructure system. This includes 86% of the fees when all of own buildings have to connect to the system. While this won’t allow us to “break even”, but it is important to note that after a few years, we will have recouped much of our investment.

I continued to reach out to the County Government for any surplus ARPA funds that may be available or unused. They know that we are ready to go and can utilize the funding by the program’s deadlines.

**ATTACHMENTS:** Cost Sharing MOU with BATA

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## MEMORANDUM OF UNDERSTANDING

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WHEREAS, the Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC) have entered into this Memorandum of Understanding (MOU) in order to jointly share the cost of the sewer and water infrastructure for their joint development project described below; and

WHEREAS, BATA and the TCHC have purchased adjacent parcels identified in appendix A for a future Transit Headquarters Facility, Transfer Station, and Workforce Housing to be built; and

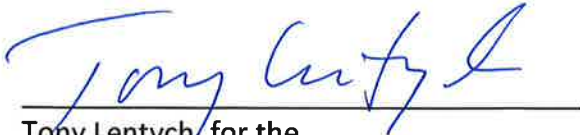
WHEREAS, the total cost of the infrastructure is expected to be \$1,258,295.00; and

WHEREAS, the timing of the individual developments necessitates BATA installing the shared infrastructure prior to the start of the housing development which Team Elmers began constructing on May 1<sup>st</sup> of 2023.

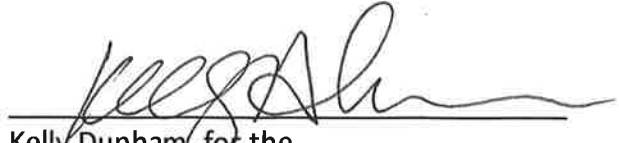
NOW, THEREFORE, it is hereby agreed by and between TCHC and BATA as follows:

1. The parties agree to share the cost of the sewer and water infrastructure based on the REUs identified in a memo date June 16, 2021 from Garfield Township Engineer, Jennifer Hodges (appendix B).
2. The calculated split based on REU's is 84% TCHC and 16% BATA. This will also be the same calculated split ratio for all future reimbursement.
3. BATA will be the primary payer to the contractor and will invoice the TCHC for its 84% of the expense after July 31, 2023.
4. BATA will provide all necessary documentation for expenses to TCHC as needed.
5. TCHC agrees to pay BATA in accordance with its typical net 30 payment terms. BATA will consider varying these payment terms with a written 30-day request if needed by TCHC. An alternative payment plan may include interest or the equivalent in total repayment.
6. Any financial disputes regarding any of these agreements shall be resolved by a mutually agreed upon arbiter within 45 days of notification of the dispute by either party, with the cost of arbitration split equally by BATA and TCHC.

We, the undersigned, have read and agree that this Memorandum of Understanding is reflective of the understanding of both parties, and this MOU shall not be precedent setting:



Tony Lentych, for the  
Traverse City Housing Commission, its  
Executive Director



Kelly Dunham, for the  
Bay Area Transportation Authority, its  
Executive Director

DATE: 5.16.2023

DATE: 5-16-23



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

## **NEW BUSINESS**

Memorandum on Renewing TCHC Insurance Coverage

Resolution to Adopt TCHC FY 2024 HUD Income Limits

Resolution to Purchase the Ethos Investments interest in TC 1223, LLC

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Insurance Coverage for TCHC

**MESSAGE:**

Attached you will find an invoice and the recent submission to TCHC from Paul W. Olson of Municipal Underwriters of West Michigan. There is a 10.0% increase to our premium this year due to a number of reasons which are outlined in the attached letter. Please note, that Mr. Olson can be made available to answer any questions that you may have.

Staff has reviewed the coverages of this policy and is recommending continuing with this firm. Riverview Terrace may switch to another provider (there is some effort to shop this around) but we need to approved this for now so that we continue to be covered.

Approval of this quote can be made via a simple motion, with a roll call vote, to accept this package of coverage.

**ATTACHMENTS:** May 15, 2023 Letter from Paul W. Olson  
Invoice from Municipal Underwriters of West Michigan  
Summary of Coverages Document



Municipal Underwriters of West MI  
4171 Wolverine Drive  
Williamsburg, MI 49690  
Toll Free 888-883-6391

May 15, 2023

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

Dear Tony:

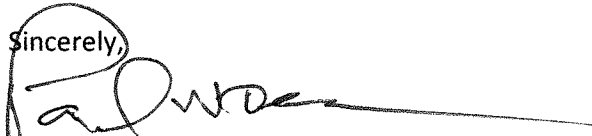
Enclosed you will find a Summary of Coverage's and an Invoice **for the Traverse City Housing Commissions** insurance renewal through the **Michigan Township Par Plan**. The renewal date is **06/16/2023**.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, **\$2,200,000** has been provided back to our members for the grant program. I am please to announce that your 2022 dividend was **\$ 268.78**.

The quoted premium is **\$ 49,836.00**. This an increase of **10% over last years ending premium of \$45,190.00** Blanket Property Values have been increased **15%** at an additional cost of **\$3,253.00**. The increase is driven by a number of factors, market conditions, substantially increasing reinsurance costs, and loss expenses.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participatinglan is appreciated. It's been a privilege to have served **Traverse City Housing Commissions** insurance needs for the past **20 years**. **Your business is appreciated and important.**

Sincerely,  
  
Paul W. Olson  
Regional Risk Manager  
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive  
 Williamsburg, MI 49690  
 888-883-6391  
 polson76@charter.net

# Invoice

Date	Invoice #
5/15/2023	4480

Bill To
Traverse City Housing Commission 10200 Carter Centre Traverse City, MI 49684

Account #	Policy Number
	M23MTP80686-01

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/16/2023	06/16/2024	Michigan Township Par Plan	Package Plan	49,836.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

<b>Total</b>	\$49,836.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$49,836.00

Fax #
231-421-3509

**MICHIGAN  
TOWNSHIP  
PARTICIPATING  
PLAN**

**SUMMARY OF COVERAGES**

**FOR**

**Traverse City Housing Commission 2023-2024**

Presented By:  
PAUL OLSON- RISK MANAGER  
Municipal Underwriters of West MI Inc.

## **SUPPORT/SERVICE COMPANIES**

### ***MARKETING AND SERVICE:***

Municipal Underwriters of West MI. Inc.  
4171 Wolverine Drive  
Williamsburg, MI 49690  
231-421-3509 FAX  
(888) 883-6391 MICHIGAN WATTS

### ***TECHNICAL ADMINISTRATION:***

Michigan Township Participating Plan  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### ***RISK CONTROL ADMINISTRATION***

Midwest Risk Control  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 536-7425 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### ***CLAIMS ADMINISTRATION***

HCC Public Risk Claims  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(800) 225-6561 - MICHIGAN WATTS  
(248) 371-3091 - FAX

**I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:\***

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 1,000

**ADDITIONAL INSUREDS:**

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured
5. **Any** volunteer

**ADDITIONAL INCLUDED COVERAGES:**

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
  - A. FALSE ARREST, DETENTION OR IMPRISONMENT
  - B. MALICIOUS PROSECUTION
  - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
  - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
  - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY  
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 1,000

**The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:**

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (\$100,000) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit..
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 Per Person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

<b>II. FLEET LIABILITY COVERAGE:</b>	<b>LIMITS</b>
A. Bodily Injury & Property Damage [CSL]	\$
B. Personal Injury Protection	
C. Personal Property Insurance	\$
D. Uninsured Motorists	\$
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$
G. Underinsured Motorists	\$

**III. FLEET PROPERTY COVERAGE:**

Property limit      \$ No Coverage

- A. Comprehensive                      \$ 500 ACV Deductible, Actual Cash Value
- B. Collision                              \$ 500 Deductible, ACV, Broadened

**IV. INLAND MARINE COVERAGE:**

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit      \$ 25,000  
Deductible          \$ 1,000

**SEE ATTACHED SCHEDULE**

**V. PROPERTY [FIRE] COVERAGE:**

Total Blanket Building and Contents Limit	\$ 25,757,712.00
Deductible	\$ 5,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Flood Coverage- \$100,000
5. Earthquake Coverage- \$1,000,000
6. Accounts Receivable- \$250,000
7. Loss of Business Income Coverage- \$500,000 Per Occurrence
8. Extra Expense Coverage - \$500,000 Per Occurrence
9. Newly Acquired and Constructed Property- \$1,000,000 180 Days
10. Foundations of Machinery- \$250,000
11. Power Surge Coverage - \$25,000 Limit
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes, Flues or Drains- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Inventory and Appraisal- \$10,000

**VI. VALUABLE PAPERS AND RECORDS COVERAGE\*:**

Broad Form Coverage for the reconstruction of valuable papers and records **\$250,000** year round limit of protection with \$0 deductible.

**\* NOTE: Higher limits available upon request.**



List of Properties

C.	BLDG	DISTANCE FEET	FAC. LOC.	STREET ADDRESS	CITY	STATE	ZIP	COUNTY	POK	BC	BLDG. LIM.	CONT. LIM.	MINE SUB	BUILDING Valuation	YEAR	BF	SPL. DUD.	SPRINK.
1	false	0		150 PINE STREET HIGH RISE	TRAVERSE CITY	MI	49684	Grand Traverse County	31-Housing Authority	4-Masonry Non-Combustible	\$20,637,473.00	\$26,742.00	\$0.00	RC	1976	802 - Apt. Complex 3 stories or more	None	true
2	false	0		150 PINE ST	TRAVERSE CITY	MI	49684	Grand Traverse County	11-Parks/Recreation	1-Frame	\$4,422.00	\$0.00	\$0.00	RC	1976	614 - Pavilion	None	false
1	false	0		10224 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$592,590.00	\$6,686.00	\$0.00	RC	1994	800 - Rental House	None	false
2	false	0		10224 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
3	false	0		10224 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
1	false	0		10220 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$595,539.00	\$6,686.00	\$0.00	RC	1994	800 - Rental House	None	false
2	false	0		10220 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
3	false	0		10220 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
1	false	0		10216 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$595,539.00	\$6,686.00	\$0.00	RC	1994	800 - Rental House	None	false
2	false	0		10216 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
3	false	0		10216 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
1	false	0		10212 E CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$595,539.00	\$6,686.00	\$0.00	RC	1994	800 - Rental House	None	false
2	false	0		10212 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
3	false	0		10212 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
1	false	0		10208 E. CARTER FAMILY DWELLING	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$970,200.00	\$6,686.00	\$0.00	RC	1994	800 - Rental House	None	false
2	false	0		10208 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
3	false	0		10208 E CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false

4	false	0	10208 E. CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
5	false	0	10208 CARTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$5,306.00	\$0.00	\$0.00	RC	1994	403 - Storage Building	None	false
1	false	0	10200 E. CARTER HOUSING UNIT	TRAVERSE CITY	MI	49684	Grand Traverse County	31-Housing Authority	2-Joisted Masonry	\$693,000.00	\$66,853.00	\$0.00	RC	1994	800 - Rental House	None	true
2	false	0	10200 CARTER CENTER	TRAVERSE CITY	MI	49684	Grand Traverse County	18-Pump Houses, Lift Stations	1-Frame	\$147,032.00	\$3,343.00	\$0.00	RC	1996	910 - Well House	None	false
3	false	0	10200 CARTER CENTER	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	1-Frame	\$8,107.00	\$0.00	\$0.00	RC	1996	403 - Storage Building	None	false

**VII. CRIME COVERAGE:**

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
  - 1. All Officials Homes
  - 2. Place of Employment
  - 3. Banking Facility

**VIII: PUBLIC OFFICIAL BONDS:**

EMPLOYEE BLANKET BOND     \$100,000

**NOTE:** THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE  
(Those who collect money or fees should be bonded)

**\* NOTE: Higher limits available upon request.**

**X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:**

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

**XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:**

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- **\$100,000 \$1,000 Deductible**
- C. System Breakdown Coverage Endorsement
  - 1. Mechanical Breakdown; Machinery Breakdown
  - 2. Short Circuit; Blow out; other Electrical Disturbance
  - 3. Electrical or Magnetic Injury

**XII. BOILER AND MACHINERY:**

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

**Deductible of \$ 1,000 Applies      Limits \$ 25,757,712.00**

**XIII. CYBER LIABILITY: \$250,000 of Coverage Included in Quote**

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. CYBER LIABILITY	INCLUDED

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$ 49,836.00**

**NOTE:** The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.



# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2023

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS <b>Municipal Underwriters of West MI, Inc.</b> 4171 Wolverine Drive Williamsburg MI 49690		PHONE (A/C, No, Ext): <b>888-883-6391</b>	COMPANY NAME AND ADDRESS <b>US Specialty Insurance Company</b> 1700 Opdyke Court Auburn Hills, MI 48326	NAIC NO:
FAX (A/C, No): <b>231-421-3509</b>	E-MAIL ADDRESS: <b>polson@muwm.net</b>		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE: AGENCY CUSTOMER ID #:	SUB CODE:	POLICY TYPE <b>Package Policy</b>		
NAMED INSURED AND ADDRESS <b>LDHA: TC 150P 4B Limited Dividend Housing Association, LP</b> 150 Pine Street Traverse City, MI 49684		LOAN NUMBER	POLICY NUMBER <b>M23MTP80686-01</b>	
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE <b>06/16/2023</b>	EXPIRATION DATE <b>06/16/2024</b>	<input checked="" type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
		THIS REPLACES PRIOR EVIDENCE DATED:		

**PROPERTY INFORMATION (ACORD 101 may be attached if more space is required)**     BUILDING OR     BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION  
 150 Pine Street High Valued at \$20,637,473.00

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

**COVERAGE INFORMATION**    PERILS INSURED     BASIC     BROAD     SPECIAL   

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE:	<b>\$ 20,637,473.00</b>	DED:	<b>5,000</b>
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>577,633</b>	<input checked="" type="checkbox"/> Actual Loss Sustained; # of months:
BLANKET COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, indicate value(s) reported on property identified above: \$	
TERRORISM COVERAGE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A	Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A		
IS DOMESTIC TERRORISM EXCLUDED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A		
LIMITED FUNGUS COVERAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	If YES, LIMIT:	DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A		
REPLACEMENT COST	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
AGREED VALUE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
COINSURANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	If YES, %	
EQUIPMENT BREAKDOWN (If Applicable)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>20,637,473.00</b>	DED:
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>Actual Loss</b>	DED:
- Demolition Costs	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>Actual Loss</b>	DED:
- Incr. Cost of Construction	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>Actual Loss</b>	DED:
EARTH MOVEMENT (If Applicable)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>1,000,000</b>	DED: <b>50,000</b>
FLOOD (If Applicable)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT: <b>100,000</b>	DED: <b>10,000</b>
WIND / HAIL INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Subject to Different Provisions:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT:	DED:
NAMED STORM INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Subject to Different Provisions:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If YES, LIMIT:	DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**ADDITIONAL INTEREST**

<input type="checkbox"/> CONTRACT OF SALE <input checked="" type="checkbox"/>	<input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS   AUTHORIZED REPRESENTATIVE
<input checked="" type="checkbox"/> MORTGAGEE <input type="checkbox"/>		
NAME AND ADDRESS  <b>Michigan State Housing and Development Authority</b> 735 E. Michigan Ave. Lansing, MI 48909		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Municipal Underwriters of West MI, Inc. 4171 Wolverine Drive Williamsburg MI 49690	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 888-883-6391 <b>FAX (A/C, No):</b> 231-421-3509 <b>E-MAIL ADDRESS:</b> polson@muwm.net
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> US Specialty Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> LDHA: TC 150P 4B Limited Dividend Housing Association, LP 150 Pine Street Traverse City, MI 49684	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M23MTP80686-01	06/16/2023	06/16/2024	EACH OCCURRENCE \$ <b>5,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>5,000,000</b> GENERAL AGGREGATE \$ <b>None</b> PRODUCTS - COMP/OP AGG \$ <b>5,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following is added as and additional insured and certificate holder to the policy:

Michigan State Housing and Development Authority  
735 E. Michigan Avenue  
Lansing, MI 48909

**CERTIFICATE HOLDER**      **CANCELLATION**

Michigan State Housing Authority 735 E. Michigan Avenue Lansing, MI 48909	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**05/15/2023**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Municipal Underwriters of West MI, Inc. 4171 Wolverine Drive Williamsburg MI 49690	<b>CONTACT NAME:</b> <b>PHONE (A/C No., Ext):</b> 888-883-6391 <b>FAX (A/C, No):</b> 231-421-3509 <b>E-MAIL ADDRESS:</b> <a href="mailto:poison@muwm.net">poison@muwm.net</a>
<b>INSURED</b> LDHA: TC 150P 4B Limited Dividend Housing Association, LP 150 Pine Street Traverse City, MI 49684	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> US Specialty Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 00 Deductible Applies GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>M23MTP80686-01</b>	06/16/2023	06/16/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ <b>5,000,000</b> MED EXP (Any one person)    \$ <b>500,000</b> PERSONAL & ADV INJURY    \$ <b>10,000</b> GENERAL AGGREGATE    \$ <b>5,000,000</b> PRODUCTS - COMP/OP AGG    \$ <b>None</b> \$ <b>Included</b> \$
<b>A</b>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>M23MTP80686-01</b>	06/16/2023	06/16/2024	COMBINED SINGLE LIMIT (Ea accident)    \$ <b>5,000,000</b> BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ \$
<b>A</b>	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE    \$ AGGREGATE    \$ \$
<b>A</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	Y/N <input type="checkbox"/> N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT    \$ E.L. DISEASE - EA EMPLOYEE    \$ E.L. DISEASE - POLICY LIMIT    \$
<b>A</b>	Cancellation	<input type="checkbox"/>	<input type="checkbox"/>	<b>M23MTP80686-01</b>	06/16/2023	06/16/2024	30 Days Cancellation (10 Days Non Payment)

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The following is added as an additional insured to the General Liability portion of the policy.  
 150 Pine Street High Rise:  
 Alliant Tax Credit Fund 115, LP, and its successors and/or assigns; Alliant ALP 2022, LLC, and its successors and/or assigns; Alliant Credit Facility ALP II, LLC, and its successors and/or assigns, Alliant Credit Facility ALP II, LLC ISAOA  
 21600 Oxnard Street, Suite 1200  
 Woodland Hills, CA 91367

## CERTIFICATE HOLDER

Attn: Insurance Relationship Manager  
 26050 Muerau Road, Suite 200  
 Calabasas, CA 91302

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE

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# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2023

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS <b>Municipal Underwriters of West MI, Inc.</b> 4171 Wolverine Drive Williamsburg MI 49690		PHONE (A/C, No., Ext): <b>888-883-6391</b>	COMPANY NAME AND ADDRESS <b>US Specialty Insurance Company</b> 1700 Opdyke Court Auburn Hills, MI 48326	NAIC NO:
FAX (A/C, No.): <b>231-421-3509</b>	E-MAIL ADDRESS: <b>polson@mumw.net</b>		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE: AGENCY CUSTOMER ID #:	SUB CODE:	POLICY TYPE <b>Package Policy</b>		
NAMED INSURED AND ADDRESS <b>LDHA: TC 150P 4B Limited Dividend Housing Association, LP</b> 150 Pine Street Traverse City, MI 49684		LOAN NUMBER	POLICY NUMBER <b>M23MTP80686=01</b>	
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE <b>06/16/2023</b>	EXPIRATION DATE <b>06/16/2024</b>	<input checked="" type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
		THIS REPLACES PRIOR EVIDENCE DATED:		

### PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION  
150 Pine Street High Rise Valued at \$20,637,473.00 Cancellation Policy: 30 days notice of cancellation (10 days for non payment)

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

### COVERAGE INFORMATION

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: **\$20,637,473.00** DED: **5,000**

	PERILS INSURED	BASIC	BROAD	SPECIAL	
<input checked="" type="checkbox"/> BUSINESS INCOME	<input type="checkbox"/> RENTAL VALUE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>577,633</b> <input checked="" type="checkbox"/> Actual Loss Sustained; # of months: <b>12</b>
BLANKET COVERAGE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, indicate value(s) reported on property identified above: \$
TERRORISM COVERAGE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IS DOMESTIC TERRORISM EXCLUDED?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LIMITED FUNGUS COVERAGE		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If YES, LIMIT: DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REPLACEMENT COST		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AGREED VALUE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COINSURANCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If YES, %
EQUIPMENT BREAKDOWN (If Applicable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>20,637,473.00</b> DED: <b>5,000</b>
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>25%</b> DED: <b>5,000</b>
- Demolition Costs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>25%</b> DED: <b>5,000</b>
- Incr. Cost of Construction		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>25%</b> DED: <b>5,000</b>
EARTH MOVEMENT (If Applicable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>1,000,000</b> DED: <b>50,000</b>
FLOOD (If Applicable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: <b>100,000</b> DED: <b>10,000</b>
WIND / HAIL INCL	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: DED:
NAMED STORM INCL	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, LIMIT: DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

### ADDITIONAL INTEREST

<input type="checkbox"/> CONTRACT OF SALE <input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
NAME AND ADDRESS <b>Alliant Tax Credit Fund 115, LP, and its successors and/or assigns; Alliant ALP 2022, LLC, and its successors and/or assigns; Alliant Credit Facility ALP II, LLC, and its successors and/or assigns, Alliant Credit Facility ALP II, LLC ISAOA</b> <b>Additional Interest Insurance Relationship Manager 26050 Muerau Rd., Suite 200</b> <b>Calabasas, CA 91302</b>		AUTHORIZED REPRESENTATIVE

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** 2022 HUD Income Limits for HCV and Public Housing

**MESSAGE:**

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. Income limit areas will also influence the HUD Fair Market Rents. Please note that the Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the overall poverty guidelines (income limits that are established by the US Department of Health & Human Services). On occasion, this may create some anomalies in the overall chart.

TCHC staff recommends adoption of the following:

**RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS**

May 25, 2023

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to adopt income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs; and

WHEREAS, the HUD Fiscal Year (FY) 2023 Income Limits are now published (attached) for our region; 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 Income Limits established by HUD are adopted for purposes of setting income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs for the TCHC FY 2024 beginning July 1, 2023.*

**ATTACHMENT:** 2023 HUD Income Limits

# TRAVERSE CITY HOUSING COMMISSION

## TCHC FY 2024 INCOME LIMITS FOR HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS

COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
<b>Antrim</b>	\$ 16,500.00	\$ 19,720.00	\$ 24,860.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,560.00	<b>ELI</b>
	27,500.00	31,400.00	35,350.00	39,250.00	42,400.00	24,550.00	48,700.00	51,850.00	<b>VLI</b>
	44,000.00	50,250.00	56,550.00	62,800.00	67,850.00	72,850.00	77,900.00	82,900.00	<b>LI</b>
<b>Benzie</b>	\$ 17,500.00	\$ 20,000.00	\$ 24,860.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,560.00	<b>ELI</b>
	29,100.00	33,250.00	37,400.00	41,550.00	44,900.00	48,200.00	51,550.00	54,850.00	<b>VLI</b>
	46,550.00	53,200.00	59,850.00	66,500.00	71,850.00	77,150.00	82,500.00	87,800.00	<b>LI</b>
<b>Grand Traverse</b>	\$ 18,900.00	\$ 21,600.00	\$ 24,860.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,560.00	<b>ELI</b>
	31,500.00	36,000.00	40,500.00	44,950.00	48,550.00	52,150.00	55,750.00	59,350.00	<b>VLI</b>
	50,350.00	57,550.00	64,750.00	71,900.00	77,700.00	83,450.00	89,200.00	94,950.00	<b>LI</b>
<b>Kalkaska</b>	\$ 15,900.00	\$ 19,720.00	\$ 24,860.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,000.00	<b>ELI</b>
	26,500.00	30,300.00	34,100.00	37,850.00	40,900.00	43,950.00	46,950.00	50,000.00	<b>VLI</b>
	42,400.00	48,450.00	54,500.00	60,550.00	65,400.00	70,250.00	75,100.00	79,950.00	<b>LI</b>
<b>Leelanau</b>	\$ 19,600.00	\$ 22,400.00	\$ 25,200.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,560.00	<b>ELI</b>
	32,700.00	37,400.00	42,050.00	46,700.00	50,450.00	54,200.00	57,950.00	61,650.00	<b>VLI</b>
	52,300.00	59,800.00	67,250.00	74,700.00	80,700.00	86,700.00	92,650.00	98,650.00	<b>LI</b>
<b>Wexford</b>	\$ 15,900.00	\$ 19,720.00	\$ 24,860.00	\$ 30,000.00	\$ 35,140.00	\$ 40,280.00	\$ 45,420.00	\$ 50,000.00	<b>ELI</b>
	26,500.00	30,300.00	34,100.00	37,850.00	40,900.00	43,950.00	46,950.00	50,000.00	<b>VLI</b>
	42,400.00	48,450.00	54,500.00	60,550.00	65,400.00	70,250.00	75,100.00	79,950.00	<b>LI</b>

ELI = Extremely Low Income

VRI = Very Low Income

LI = Low Income

Draft: May 25, 2023

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** May 16, 2023  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** The Purchase of Ethos Investment I, LLC Interest in TC 1223, LLC

**MESSAGE:**

Two years ago, TCHC decided to purchase the property located at 1223 Eight Street as a previously negotiate option agreement was about to expire. In order to share in the “risk” of this real estate deal [at a time when we did not know how we would develop the property – and prior to our RAD conversion of Riverview Terrace], we borrowed the money with our development partners in order to secure the negotiated price. This allowed us the most flexibility for seeking a financial package to develop the property.

Now that we have been awarded 4% and 9% Low Income Housing Tax Credits for this site, we can move forward with the closing process to create low-income senior housing. It is clear that allowing our partners to get out of the deal before we close with MSHDA causes the least amount legal work and tax credit consequences. Doing this at, or after closing, causes some “issues” for project that are not favorable so after we discussed this with our development team, we proposed the early “buy out”.

Please note that MSHDA has been informed about the new purchase price that we are using for these calculations of what we may owe Ethos Investment I, LLC – a company created for this one project under the legal control of Ethos Development. TCHC will be repaid for this once the closing with MSHDA occurs. This can be considered the “prepayment” of what Ethos Investments would have realized with TCHC at the closing of the financial package.

The following resolution authorizes TCHC’s Vice President to act on behalf of TCHC and negotiate and execute the purchase of the financial interest of Ethos Investments that are related to the property owned by Ethos Investments I, LLC. Attached to this memorandum, you will find the preliminary calculations for this

The Executive & Finance Committee has discussed this at previous meeting, and therefore recommends the following for discussion at the next regular meeting:

**RESOLUTION TO AUTHORIZE TCHC VICE PRESIDENT WAYNE WORKMAN TO NEGOTIATE  
THE PURCHASE OF THE FINANCIAL INTEREST OF ETHOS INVESTMENTS I, LLC IN TC 1223 LLC**

May 25, 2023

WHEREAS, the Traverse City Housing Commission (TCHC) has, through its mission, the desire to create, or cause to create, affordable housing opportunities in the Traverse City area; and

WHEREAS, TCHC partnered with Ethos Investments I, LLC, and entity related to our development partner, Ethos Development, to purchase the property on 1223 Eight Street (known as the “Teboe Florist Property”) at the expiration of a previously negotiated purchase agreement with the owner of the property; and

WHEREAS, the partnership with Ethos Investments I, LLC has allowed flexibility and patience in the development of the property; and

WHEREAS, TCHC and Ethos Development have been awarded 4% and 9% Low Income Housing Tax Credits to build senior housing on the property; and

WHEREAS, the closing of the financial package with MSHDA may occur later this summer or fall and the transfer of the 8<sup>th</sup> Street property to a new legal entity is imminent and requires a review of all consequences of the timing of the transfer of the property making it necessary to negotiate the purchase of the legal interest of our partners/co-owners; and

WHEREAS, the TCHC Vice President, who has a significant professional history in this area of expertise, has already been authorized to act on behalf of TCHC in matters of real estate and real estate development; and

WHEREAS, TCHC concurs in the recommendations of, and the feedback from, its real estate development team, the Executive & Finance Committee, and it’s former staff that this is a prudent step in the development of the property.

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

*The Traverse City Housing Commission authorizes its Vice President, Wayne Workman, to negotiate and execute any and all documents related to the purchase of the financial and legal interests of Ethos Investments I, LLC as related to the property owned by TC 1223 LLC. The price for this contract shall not exceed \$150,000 and shall be completed by June 30, 2023.*

**TC 1223, LLC Member Interest Purchase Calculations**  
**TCHC to purchase interest of Ethos Investments I, LLC**  
5/12/2023

\$650,000 Original Purchase Price by TC 1223, LLC (October 2021)  
Price negotiated in a 2019 purchase agreement

\$92,500 Ethos Investments I, LLC Initial Equity

\$70,000 TCHC Initial Equity

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**\$162,500 Total member initial contributions**

56.9% Ethos Investments I, LLC % of initial investment

43.1% TCHC % of initial investment

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100.0% Total

\$800,000 Planned Sale Price

(\$487,500) less loan balance

(\$60,833) less TCHC Advances thru 12/31/22

(\$1,500) less est. Summer Property Tax; TCHC to advance

(\$6,000) less advances in 2023 to date (estimated)

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**\$244,167 Estimated current net value at Sale Price**

\$138,987 Ethos Investments I, LLC share of Estimated Net Value

\$105,180 TCHC share of Estimated Net Value

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**\$244,167 Total**

**\$138,987 Purchase Price of Ethos interest in TC 1223, LLC**



Traverse City  
Housing Commission  
*a Public Housing Authority*

## CORRESPONDENCE

May 12, 2023 TC Ticker Article, "BATA, Acme Projects Break Ground"

# BATA, Acme Projects Break Ground

By Beth Milligan | May 12, 2023

Two major projects moved forward in Grand Traverse County this week, with Bay Area Transportation Authority (BATA) breaking ground Wednesday on its \$30.4 million new headquarters and transfer station on LaFranier Road and Strathmore Real Estate Group breaking ground Thursday on its new commercial development and apartment complex on the former Kmart property in Acme.

BATA officially kicked off construction this week on an 87,000-square-foot headquarters near the corner of LaFranier and Hammond roads. The facility will include administrative offices, a bus storage garage, and maintenance and dispatch facilities – plus a new bus transfer station. The facility will employ up to 130 people and park up to 100 vehicles indoors, with room for future expansion. BATA received approximately \$23 million in state and federal grants for the project, and is allocating another \$5 million in locally dedicated capital from surplus COVID funds. The remaining project dollars will come when BATA sells its two existing properties on Cass Road, meaning the transit center is now fully funded, according to BATA Executive Director Kelly Dunham.

BATA plans to consolidate operations at the LaFranier facility and its existing transfer station on Hall Street. Dunham says construction is expected to take 14 months, putting the organization on track for a summer 2024 opening. Before BATA can request a certificate of occupancy next year, its project partner – the Traverse City Housing Commission (TCHC) – must begin construction on a \$65 million housing complex planned next to the transit center. TCHC plans to build over 200 income-based rental apartments in a workforce housing complex called The Flats at Carriage Commons. Fifteen single-family homes through Habitat for Humanity and a childcare center are also planned for the site. Because the LaFranier property is zoned for housing, not transit, Garfield Township trustees wanted guarantees that housing would be built as part of the development and attached a condition requiring housing construction to begin before BATA moves in.

TCHC Executive Director Tony Lentych says housing work is expected to begin next spring, which would allow BATA to stay on track for its summer 2024 opening. TCHC has two funding applications in now to the Michigan State Housing Development Authority (MSHDA), with approval or denial expected by July. Depending on funding secured, TCHC will build at least one but possibly two of its total five planned apartment buildings next spring. Lentych notes TCHC has already begun infrastructure work – including water and sewer lines – on the site. Meanwhile, Dunham says BATA hopes to make its “big move” from Cass to LaFranier “as seamlessly as possible” next year. “There’s no intention of having a disruption in service,” she says. The entire transit-housing development is scheduled to be complete in 2026.

In Acme Township, Strathmore Real Estate Group broke ground Thursday on its mixed-use development at the former Kmart property in Acme. Strathmore plans to renovate the 86,479-square-foot Kmart building – which has sat vacant since 2017 – to include six pickleball courts, a fitness center, office space, the headquarters of local nonprofit Grand Traverse Men’s Shed, self-storage, and warehousing. E-commerce retailer Truly Free, which took over the former Tom’s Food Market building next door to Kmart, also held its grand opening Thursday in conjunction with the groundbreaking. The store – which offers plant-based refillable cleaning and laundry products – will operate Monday-Friday from 11am-2pm.



Strathmore's plans additionally call for the construction of nine apartment buildings with 186 units and carport parking near US-31 in part of the property's existing parking lot. Amenities in the development – called Oak Shore Commons – will include playgrounds, grilling stations, pathways, and green spaces. Strathmore principal Jacob Chappelle tells The Ticker that footings are already in the ground for the first three buildings, with plans to open the first apartments for occupancy in spring 2024. As each building is completed, crews will move on to starting the next one, Chappelle says.

As a requirement under Acme Township's approval, Strathmore has put up performance bonds for the first four apartment buildings. Those bonds are insurance for the township in the event that the buildings are never completed or only partially constructed. As each apartment building is built, the township will release and return the bond for that particular building. The bonds were required to be issued before a land use permit could be issued for the redevelopment of the Kmart building.

As for that building, Chappelle says Strathmore will complete interior renovations to get the sprawling space into "white box" condition over the next few months. From there, individual tenants will be responsible for completing renovations in their respective spaces. "Each use will be on a different timetable," he says. Chappelle anticipates that the pickleball courts, gym, and offices could come online first, while self-storage will likely be the last component to open. Strathmore is also still working on potential tenants for some areas, including a food/beverage partner like a coffee shop, eatery, or brewery or bar, Chappelle says.

Strathmore and Acme Township faced a recent legal challenge from a group of residents called Acme Strong, who argued that township trustees erred in approving the planned development application for the site last fall. Believing the development violated key aspects of Acme's zoning ordinance and township master plan, the group filed a claim of appeal in Thirteenth Circuit Court seeking to have the PD overturned. Last week, Judge Charles Hamlyn issued an order rejecting Acme Strong's claim and upholding Acme Township's approval of the PD.



Pictured: BATA groundbreaking. Photo credit: Jason Hamelin on behalf of BATA.