



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

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**

Friday, September 23, 2022 at 9:00 A.M.

**LOCATION:**

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

## **TABLE OF CONTENTS**

September 23, 2022 Regular Meeting Agenda .....	4
August 26, 2022 Regular Meeting Minutes .....	7
Schedule of Disbursements for August 2022 for Public Housing .....	11
Schedule of Disbursements for August 2022 for HCV Program .....	13
Invoices for September 2022 .....	15
Financial Statements for June 2022 .....	21
Financial Statements for July 2022 .....	41
September 19, 2022 Executive & Finance Committee Meeting Minutes .....	62
September 20, 2022 Governance & Compliance Committee Meeting Minutes .....	64
August 30, 2022 Governance & Compliance Committee Meeting Minutes .....	66
Executive Director’s Report for September 2022 .....	69
Family Self-Sufficiency (FSS) Program Report for September 2022 .....	72
Resident Council Report for September 2022 .....	73
TCHC Policy Review Schedule .....	78
Memorandum on RAD Update .....	80
Memorandum on TCHC – BATA Transit Oriented Development Update .....	85
Memorandum on FSS Escrow Distribution Request .....	89
Resolution to Update and Amend FSS Action Plan.....	90
Resolution to Adopt New Fair Market Rents for HCV Program.....	127
Resolution to Adopt Flat Rents for Public Housing Program.....	129
Resolutions to Approve ERHC Management & Maintenance Contracts.....	132

## Table of Contents Continued

Resolution to Extend Utility Allowance Schedule .....	140
Resolution to Update and Amend Pet Policy .....	141
Memorandum on Potential MOU with NMCEH .....	149
September 16, 2022 TC Ticker Article on BATA—TCHC Project .....	154



Traverse City  
Housing Commission  
*a Public Housing Authority*

# **MEETING AGENDA**

September 23, 2022



## TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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

TDD: (800) 649-3777

TCHousing.org

### **NOTICE**

#### **THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, SEPTEMBER 23, 2022 AT 9:00 A.M.**

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

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

**POSTED: SEPTEMBER 21, 2022**

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

### **AGENDA**

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

#### **II APPROVAL OF AGENDA**

#### **III PUBLIC COMMENT**

Reserved: Ashley Halladay-Schmandt, Northwest Michigan Coalition to End Homelessness

#### **IV CONSENT AGENDA**

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

A. *Consideration of Approval of August 26, 2022 Annual Meeting Minutes: Approval Recommended.*

B. *Consideration of Approval of Schedule of Disbursements for August 2022 for Public Housing Program: Approval Recommended.*

- C. *Consideration of Approval of Schedule of Disbursements for August 2022 for HCV (Section 8) Program: Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for September 2022: Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for June 2022: Approval Recommended.*
- F. *Review & Acceptance of Financial Statements for July 2022: Approval Recommended.*

## **V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive & Finance Committee Meeting: September 19, 2022
- B. Governance & Compliance Committee Meeting: September 20, 2022
- C. Governance & Compliance Committee Meeting: August 30, 2022

## **VI STAFF & PROGRAM REPORTS**

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

## **VII OLD BUSINESS**

- A. TCHC Policy Review Schedule: September 2022
- B. Memorandum on RAD Construction Progress: Review
- C. Memorandum on TCHC – BATA Transit Oriented Development Update: Review
- D. Update on TCAPS Property RFP Response

## **VIII NEW BUSINESS**

- A. Memorandum on Family Self-Sufficiency Escrow Disbursement Request: Action Required
- B. Resolution to Update and Amend FSS Action Plan: Action Required
- C. Resolution to Adopt Fair Market Rents: Action Required
- D. Resolution to Adopt Flat Rents: Action Required
- E. Resolutions to Approve ERHC Management Contracts: Action Required
- F. Resolution to Extend Utility Allowance Schedule until December 31, 2022: Action Requested
- G. Resolution to Update and Amend TCHC Pet Policy: Action Requested
- H. Discussion on Memorandum of Understanding with Northwest Michigan Coalition to End Homelessness: Action Requested

## **IX CORRESPONDENCE**

- A. September 16, 2022 TC Ticker Article on BATA – TCHC Housing Project

## **X PUBLIC COMMENT**

## **XI COMMISSIONER COMMENT**

## **XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** October 28, 2022 at 9:00 A.M.



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

## **CONSENT AGENDA**

August 26, 2022 Annual Meeting Minutes

Schedule of Disbursements for September 2022 Public Housing Program

Schedule of Disbursements September 2022 HCV (Section 8) Program

Payment of Invoices for October 2022

Financial Statements for June 2022

Financial Statements for July 2022

**DRAFT**

**Meeting Minutes of the Traverse City Housing Commission**

**August 26, 2022**

A Regular Meeting of the Traverse City Housing Commission was called to order by Heather Lockwood in the Second Floor Committee Room at the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 9:02 A.M.

**I ROLL CALL**

The following were present:

Commissioners – Jim Friend, Heather Lockwood, Roger Putman, Mitchell Treadwell, and Wayne Workman.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

Guests/Public – None.

**II APPROVAL OF AGENDA**

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

**III PUBLIC COMMENT**

There was no public comment.

**IV CONSENT AGENDA**

Commissioner Workman moved (Lockwood support) to accept the Consent Agenda as presented in the August 26, 2022 Meeting Packet. It was noted that our Fee Accountant has not completed the year end accounting but should be finished in about a week. The delay is due to the complication of the RAD closing in July which had a lot of deposits and transfers of funds associated with it.

**Roll Call**

Putman	Yes
Treadwell	Yes
Workman	Yes
Friend	Yes
Lockwood	Yes

The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of June 24, 2022 Annual Meeting.
- B. Schedule of Disbursements for June and July 2022 for the Public Housing Program.
- C. Schedule of Disbursements for June and July 2022 for Housing Choice Voucher / Section 8 Program.
- D. Payment of Invoices for August 2022.



**V**      **COMMITTEE REPORTS**

- A. The meeting minutes from the August 19, 2022 Executive & Finance Committee meeting were presented. There was a question on the TCAPS RFP but it was noted that there would be a broader conversation under New Business.
- B. The meeting minutes from the July 25, 2022 Executive & Finance Committee meeting were presented. There were no questions.
- C. The meeting minutes from the July 28, 2022 Governance & Compliance Committee meeting were presented. There were no questions or comments. It was announced that there will be another meeting of this committee on August 30, 2022 at 11:00 A.M. at Riverview Terrace.

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

- A. The Executive Director's August Report was presented. It was noted that this report covered two months of work. There was a lengthy conversation about the Cheboygan Housing Commission. It was the consensus of the Commission that TCHC should help CHC if possible – perhaps in a consulting roll – but that the timing to engage with CHC is not ideal. TCHC can revisit the contract for 2023. Staff was instructed to contact Detroit Field Office to get details as to whether or not HUD wants more “collaborative or contractual” relationships between housing commissions.
- B. The August 2022 Family Self-Sufficiency Report was presented and accepted. It was noted that there was a Graduation to review under New Business.
- C. The Resident Council Report for August 2022 in the packet was reviewed. The RTRC was “on vacation” for the month of August but they had a great picnic in July. A budget for their next fiscal year will be finalized in September.

**VII**      **OLD BUSINESS**

- A. The TCHC Policy Review Schedule was presented. There were no questions or comments.
- B. A memorandum on activities with the RAD Program was reviewed. There was only a brief discussion on the construction schedule and the overview of the “closing process”.
- C. A memorandum on the BATA/LaFranier Road project was reviewed. We anticipate making some sort of official announcement about the status of the project in late September or early October.

**VIII**      **NEW BUSINESS**

- A. A memorandum regarding the most recent FSS Graduation was reviewed by staff. Commissioner Workman the moved (Putman support) to disburse \$5,133.07 to Participant No. V-001-000053. Staff was encouraged to get a quote from the participant that is graduating.

**Roll Call**

Treadwell	Yes
Workman	Yes

Friend	Yes
Lockwood	Yes
Putman	Yes

The motion was approved. The funds will be disbursed according to policy.

- B. A memorandum regarding a proposal to engage an auditing firm to conduct our Fiscal Year 2022 Annual Audit was reviewed by staff. After a lengthy discussion over the historical background and the rationale for this proposal, Commissioner Friend moved (Treadwell support) to re-engage the accounting firm, Smith & Klackiewicz, PC to conduct an audit of TCHC Fiscal Year 2022 (Year Ended June 30, 2022). The motion was unanimously approved.

It was noted that staff will conduct a formal process to select the auditor for TCHC's Fiscal Year 2023 annual audit at some point during the early Spring (or late Winter).

- C. A memorandum that outlined the need for a new phone system at the TCHC office was presented and discussed in some detail. The current system is quite old, inefficient, and not fully functional any longer (it was part of the same system that the County once had but has since replaced). A new phone system that may be more web-based was proposed by our IT partners, SafetyNet. Staff indicated that this was one of the purchases we were waiting to do post RAD closing. After the review, Commissioner Workman moved (Friend support) to authorize the Executive Director to acquire all necessary equipment for a new office phone system with a budget not to exceed \$8,000.00.

**Roll Call**

Workman	Yes
Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes

The motion was approved.

- D. Commissioner Workman provided background information and kicked off the conversation about the possibility of TCHC responding to the recently published Request for Proposals (RFP) on surplus property. A timeline for the RFP was reviewed in the memorandum contained in the packet. After discussing several possibilities, Commissioner Workman moved (Lockwood support) to authorize the Executive Director to engage our current development team (Ethos) to respond the TCAPS RFP. A budget of up to \$15,000 from a non-Federal fund account is dedicated to support this effort. It was noted that, if possible, there should be a focus on "family" housing (2-bedroom units).

**Roll Call**

Friend	Yes
Lockwood	Yes
Putman	Yes
Treadwell	Yes
Workman	Yes

The motion was approved.

**IX      CORRESPONDENCE**

Four (4) items of correspondence were presented and accepted into the record: a letter from HUD on the RAD Closing and three (3) letter to resident in July on the RAD Conversion.

**X       PUBLIC COMMENT**

None.

**XI      COMMISSIONER COMMENT**

None.

**XII     ADJOURNMENT**

Commissioner Mitch Treadwell moved (Putman support) to adjourn the meeting. The motion was approved and President Lockwood closed the meeting at 10:34 A.M. It was announced that the next meeting will on September 23, 2022 at the Governmental Center.

Respectfully submitted,

---

Tony Lentych, Executive Director and Recording Secretary

---

Heather Lockwood, President

Date: 09/21/2022  
Time: 09:40:08

Traverse City Housing Commission  
**Check Register Summary Report**  
Huntington Bank  
From: 08/01/2022 To: 08/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2022	DEP	U.S. Dept. of HUD		25,836.00	224,816.47
08/02/2022	EFT	T Mobile		2,626.92	227,443.39
08/02/2022	041002	**VOID** City of Traverse City,...	( 42.91)		227,486.30
08/02/2022	041021	Mansfield Land Use Consultants	29,523.50		197,962.80
08/02/2022	041022	Judy Myers	641.22		197,321.58
08/08/2022	EFT	Internal Revenue Service	9,228.16		188,093.42
08/08/2022	EFT	State of Michigan	1,209.62		186,883.80
08/08/2022	33066	Kim Fehrenbach	2,381.59		184,502.21
08/08/2022	33067	Alisa Korn	6,026.03		178,476.18
08/08/2022	33068	Anthony Lentych	10,049.55		168,426.63
08/08/2022	33069	Larry G. Freeman	660.74		167,765.89
08/08/2022	33070	James Liberty	1,073.55		166,692.34
08/08/2022	33071	Michael Walters	1,665.77		165,026.57
08/09/2022	DEP			538.00	165,564.57
08/09/2022	EFT	Internal Revenue Service	2,880.42		162,684.15
08/09/2022	EFT	State of Michigan	472.70		162,211.45
08/09/2022	EFT	4 Front Credit Union	78.33		162,133.12
08/09/2022	EFT	Principal Life Insurance Co.	780.84		161,352.28
08/09/2022	EFT	Alisa Korn	1,837.66		159,514.62
08/09/2022	EFT	Kim Fehrenbach	1,625.81		157,888.81
08/09/2022	EFT	Anthony Lentych	2,820.62		155,068.19
08/09/2022	EFT	Larry G. Freeman	563.84		154,504.35
08/09/2022	EFT	Michael Walters	1,979.54		152,524.81
08/09/2022	EFT	James Liberty	1,485.41		151,039.40
08/11/2022	DEP			5,385.00	156,424.40
08/11/2022	DEP			45,802.78	202,227.18
08/15/2022	041023	City Of Traverse City	83.00		202,144.18
08/15/2022	041024	DTE ENERGY	84.00		202,060.18
08/15/2022	041025	Ace Hardware	17.48		202,042.70
08/15/2022	041026	City Of Traverse City	7,477.23		194,565.47
08/15/2022	041027	Accident Fund	2,841.00		191,724.47
08/15/2022	041028	Spectrum Business	5,831.27		185,893.20
08/15/2022	041029	Johnson Controls	1,500.00		184,393.20
08/15/2022	041030	Kuhn Rogers PLC	682.70		183,710.50
08/15/2022	041031	Granite Telecommunications	646.95		183,063.55
08/15/2022	041032	Joseph Liggett	202.00		182,861.55
08/15/2022	041033	Integrated Payroll Services, Inc.	118.60		182,742.95
08/15/2022	041034	AmRent	21.70		182,721.25
08/15/2022	041035	Staples	86.04		182,635.21
08/15/2022	041036	Spectrum Business	189.98		182,445.23

Date: 09/21/2022  
Time: 09:40:08

Traverse City Housing Commission  
**Check Register Summary Report**  
Huntington Bank  
From: 08/01/2022 To: 08/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
08/15/2022	041037	Great Lakes Business Systems, Inc.	124.02		182,321.21
08/15/2022	041038	Safety Net	224.50		182,096.71
08/15/2022	041039	City Of Traverse City	96.89		181,999.82
08/15/2022	041040	Housing Authority Accounting...	1,161.61		180,838.21
08/15/2022	041041	Byte Productions, LLC	30.00		180,808.21
08/15/2022	041042	Engineered Protection Systems Inc	3.84		180,804.37
08/15/2022	041043	Munson Occupational Health &...	35.00		180,769.37
08/15/2022	041044	Grand Traverse County	483.00		180,286.37
08/15/2022	041045	James Liberty	59.69		180,226.68
08/15/2022	041046	Michael Walters	261.25		179,965.43
08/15/2022	041047	DTE ENERGY	111.95		179,853.48
08/15/2022	041048	Home Depot Credit Services	882.96		178,970.52
08/15/2022	041049	SAM'S CLUB	306.11		178,664.41
08/23/2022	EFT	Internal Revenue Service	2,812.55		175,851.86
08/23/2022	EFT	State of Michigan	465.15		175,386.71
08/23/2022	EFT	4 Front Credit Union	78.33		175,308.38
08/23/2022	EFT	Principal Life Insurance Co.	780.84		174,527.54
08/23/2022	EFT	Alisa Korn	1,837.66		172,689.88
08/23/2022	EFT	Kim Fehrenbach	1,625.80		171,064.08
08/23/2022	EFT	Anthony Lentych	2,820.63		168,243.45
08/23/2022	EFT	Larry G. Freeman	563.84		167,679.61
08/23/2022	EFT	Michael Walters	1,857.20		165,822.41
08/23/2022	EFT	James Liberty	1,492.02		164,330.39
08/25/2022	041050	City Of Traverse City	26,462.25		137,868.14
08/29/2022	041051	TC 150P 4B LDHA LP	35,155.00		102,713.14

**Total:** 176,456.03 80,188.70

Date: 09/21/2022  
Time: 09:40:50

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2022 To: 08/31/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2022	DEP	U.S. Dept. of HUD		9,196.00	190,832.27
08/01/2022	DEP	U.S. Dept. of HUD		93,940.00	284,772.27
08/01/2022	000272	TC Commons I LDHA, LLC	616.00		284,156.27
08/01/2022	000272	Jeana Aiken	724.00		283,432.27
08/01/2022	000272	Dustin Ansoerge	938.00		282,494.27
08/01/2022	000272	Ayers Investment Properties LLC	721.00		281,773.27
08/01/2022	000272	B & R RENTALS, LLC	1,073.00		280,700.27
08/01/2022	000272	Bay Front Apartments	398.00		280,302.27
08/01/2022	000272	Bay Hill Housing LDHALP	10,136.00		270,166.27
08/01/2022	000272	Bay Hill II	8,125.00		262,041.27
08/01/2022	000272	Elizabeth Beckett	297.00		261,744.27
08/01/2022	000272	Bellaire Senior Apartments	399.00		261,345.27
08/01/2022	000272	WODA Boardman Lake LHDALP	377.00		260,968.27
08/01/2022	000272	Brookside Commons LDHA, LP	3,150.00		257,818.27
08/01/2022	000272	Padrice Brown	539.00		257,279.27
08/01/2022	000272	Rebecca Carmien	254.00		257,025.27
08/01/2022	000272	Carson Square	7,156.00		249,869.27
08/01/2022	000272	Central Lake Townhouses	402.00		249,467.27
08/01/2022	000272	Cherrywood Village Farms, Inc.	3,684.00		245,783.27
08/01/2022	000272	TC Commons II LDHA LLC	920.00		244,863.27
08/01/2022	000272	Davis Investment Properties, LLC	875.00		243,988.27
08/01/2022	000272	Jack V. Dean	403.00		243,585.27
08/01/2022	000272	Five P Enterprises, LLC	509.00		243,076.27
08/01/2022	000272	Lisa Forbes	518.00		242,558.27
08/01/2022	000272	Frankfort Housing LDHA LP	1,391.00		241,167.27
08/01/2022	000272	Michael Glowacki	836.00		240,331.27
08/01/2022	000272	David Grzesiek	303.00		240,028.27
08/01/2022	000272	Habitat for Humanity	306.00		239,722.27
08/01/2022	000272	Harbour Ridge Apts	804.00		238,918.27
08/01/2022	000272	Hillview Terrace	1,071.00		237,847.27
08/01/2022	000272	Josh Hollister	777.00		237,070.27
08/01/2022	000272	HomeStretch	5,256.00		231,814.27
08/01/2022	000272	Matthew Jones	696.00		231,118.27
08/01/2022	000272	Donna Kalchik	436.00		230,682.27
08/01/2022	000272	Lake Pointe Acquisitions LLC.	683.00		229,999.27
08/01/2022	000272	Sidney Lammers	398.00		229,601.27
08/01/2022	000272	Don E. Lint	582.00		229,019.27
08/01/2022	000272	Maret Sabourin	552.00		228,467.27
08/01/2022	000272	Sue Martin	780.00		227,687.27
08/01/2022	000272	Revokable Trust of Richard T &...	328.00		227,359.27

Date: 09/21/2022  
Time: 09:40:50

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2022 To: 08/31/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2022	000272	Oak Park Apts	873.00		226,486.27
08/01/2022	000272	Oak Terrace Apts	735.00		225,751.27
08/01/2022	000272	Dawn M. Oh	802.00		224,949.27
08/01/2022	000272	Douglas L. Porter	542.00		224,407.27
08/01/2022	000272	Post Village Glen, LLC	7,024.00		217,383.27
08/01/2022	000272	Wayne E Purkiss Trust	824.00		216,559.27
08/01/2022	000272	Timothy Rice	392.00		216,167.27
08/01/2022	000272	Sabin Pond Apartments LLC	125.00		216,042.27
08/01/2022	000272	Mike & Melissa Schichtel	1,100.00		214,942.27
08/01/2022	000272	Sherwin Rentals	615.00		214,327.27
08/01/2022	000272	SILVER SHORES MHC	2,575.00		211,752.27
08/01/2022	000272	Paul & Leona Steinorth Family Trust	426.00		211,326.27
08/01/2022	000272	Ryan Storey	370.00		210,956.27
08/01/2022	000272	22955 Investments LLC	2,191.00		208,765.27
08/01/2022	000272	TCR Investments, LLC	798.00		207,967.27
08/01/2022	000272	Wendy Teagan	436.00		207,531.27
08/01/2022	000272	Village View Housing LHDA LP	429.00		207,102.27
08/01/2022	000272	Village Woods	655.00		206,447.27
08/01/2022	000272	Wagner Asset Group at Ninth...	307.00		206,140.27
08/01/2022	000272	Kevin Warren	302.00		205,838.27
08/01/2022	000272	Christina Wellinger	538.00		205,300.27
08/01/2022	000272	Paul Wheelock	365.00		204,935.27
08/01/2022	000272	Woodmere Ridge Apartments...	5,399.00		199,536.27
08/01/2022	000272	Wyatt Road Apartment Company	1,138.00		198,398.27
08/01/2022	000272	Theodore V. Zachman	1,135.00		197,263.27
08/01/2022	000272	Ann Zenner	710.00		196,553.27
08/01/2022	000272	Barb Zupin	472.00		196,081.27
08/01/2022	023409	Village Apartments LP	425.00		195,656.27
08/08/2022	DEP			100.00	195,756.27
08/15/2022	023410	City Of Traverse City	139.00		195,617.27
08/15/2022	023411	Consumers Energy	186.00		195,431.27
08/15/2022	023412	DTE ENERGY	181.00		195,250.27
08/15/2022	023413	Traverse City Housing Commission	2,313.00		192,937.27
Total:			91,935.00	103,236.00	

Date: 09/21/2022  
Time: 09:39:20

Traverse City Housing Commission  
**Check Register Summary Report**  
Huntington Bank  
From: 09/01/2022 To: 09/21/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2022	DEP	U.S. Dept. of HUD		25,835.33	128,548.47
09/01/2022	041052	Judy Myers	630.00		127,918.47
09/06/2022	EFT	4 Front Credit Union	78.33		127,840.14
09/06/2022	EFT	Internal Revenue Service	3,004.10		124,836.04
09/06/2022	EFT	State of Michigan	493.42		124,342.62
09/06/2022	EFT	Alisa Korn	1,837.66		122,504.96
09/06/2022	EFT	Kim Fehrenbach	1,728.54		120,776.42
09/06/2022	EFT	Anthony Lentych	2,820.62		117,955.80
09/06/2022	EFT	Larry G. Freeman	563.84		117,391.96
09/06/2022	EFT	Michael Walters	2,078.57		115,313.39
09/06/2022	EFT	James Liberty	1,663.82		113,649.57
09/06/2022	EFT	Principal Life Insurance Co.	780.84		112,868.73
09/09/2022	041053	Safety Net	2,164.50		110,704.23
09/09/2022	041054	Housing Authority Accounting...	1,735.36		108,968.87
09/09/2022	041055	McCardel Water Conditioning	20.00		108,948.87
09/09/2022	041056	Northern Michigan Janitorial Supply	110.00		108,838.87
09/09/2022	041057	City Of Traverse City	96.89		108,741.98
09/09/2022	041058	Republic Services #239	3,280.23		105,461.75
09/09/2022	041059	Grand Traverse County DPW	483.00		104,978.75
09/09/2022	041060	Michael Walters	308.75		104,670.00
09/09/2022	041061	Kim Fehrenbach	175.00		104,495.00
09/09/2022	041062	James Liberty	77.50		104,417.50
09/09/2022	041063	Verizon Wireless	24.67		104,392.83
09/09/2022	041064	Quadient Leasing USA, Inc.	350.15		104,042.68
09/09/2022	041065	City Of Traverse City	28,761.63		75,281.05
09/09/2022	041066	Environmental Pest Control	130.00		75,151.05
09/09/2022	041067	Vision Service Plan	108.13		75,042.92
09/09/2022	041068	Integrated Payroll Services, Inc.	120.80		74,922.12
09/09/2022	041069	Leelanau Cut Above Lawn Care	2,465.00		72,457.12
09/09/2022	041070	Ace Hardware	128.43		72,328.69
09/09/2022	041071	Byte Productions, LLC	30.00		72,298.69
09/09/2022	041072	DTE ENERGY	108.98		72,189.71
09/09/2022	041073	Cardmember Service	2,269.80		69,919.91
09/09/2022	041074	Kim Fehrenbach	196.65		69,723.26
09/09/2022	041075	City Of Traverse City	65.00		69,658.26
09/09/2022	041076	DTE ENERGY	54.00		69,604.26
09/20/2022	EFT	4 Front Credit Union	78.33		69,525.93
09/20/2022	EFT	Internal Revenue Service	3,033.43		66,492.50
09/20/2022	EFT	State of Michigan	493.33		65,999.17
09/20/2022	EFT	Alisa Korn	1,955.40		64,043.77



Date: 09/21/2022  
Time: 09:39:20

Traverse City Housing Commission  
**Check Register Summary Report**  
Huntington Bank  
From: 09/01/2022 To: 09/21/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
09/20/2022	Print	Kim Fehrenbach	175.00		63,868.77
09/20/2022	Print	**VOID** Kim Fehrenbach	( 175.00)		64,043.77
09/20/2022	EFT	Kim Fehrenbach	1,786.34		62,257.43
09/20/2022	EFT	Anthony Lentych	2,820.62		59,436.81
09/20/2022	EFT	Larry G. Freeman	563.84		58,872.97
09/20/2022	EFT	Michael Walters	2,069.77		56,803.20
09/20/2022	EFT	James Liberty	1,467.80		55,335.40
09/20/2022	EFT	Principal Life Insurance Co.	820.59		54,514.81
Total:			74,033.66	25,835.33	

Date: 09/21/2022  
Time: 09:38:27

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2022 To: 09/21/2022

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2022	DEP	U.S. Dept. of HUD		57,668.00	250,605.27
09/01/2022	DEP	U.S. Dept. of HUD		94,763.00	345,368.27
09/01/2022	DEP	U.S. Dept. of HUD		9,196.00	354,564.27
09/01/2022	ADJST	PNC Bank	158.55		354,405.72
09/01/2022	000273	TC Commons I LDHA, LLC	616.00		353,789.72
09/01/2022	000273	Jeana Aiken	724.00		353,065.72
09/01/2022	000273	Dustin Ansoerge	938.00		352,127.72
09/01/2022	000273	Ayers Investment Properties LLC	721.00		351,406.72
09/01/2022	000273	B & R RENTALS, LLC	679.00		350,727.72
09/01/2022	000273	Bay Front Apartments	398.00		350,329.72
09/01/2022	000273	Bay Hill Housing LDHALP	9,608.00		340,721.72
09/01/2022	000273	Bay Hill II	8,592.00		332,129.72
09/01/2022	000273	Elizabeth Beckett	238.00		331,891.72
09/01/2022	000273	Bellaire Senior Apartments	399.00		331,492.72
09/01/2022	000273	WODA Boardman Lake LHDALP	377.00		331,115.72
09/01/2022	000273	Brookside Commons LDHA, LP	3,581.00		327,534.72
09/01/2022	000273	Padrice Brown	539.00		326,995.72
09/01/2022	000273	Rebecca Carmien	254.00		326,741.72
09/01/2022	000273	Carson Square	7,090.00		319,651.72
09/01/2022	000273	Central Lake Townhouses	402.00		319,249.72
09/01/2022	000273	Cherrywood Village Farms, Inc.	3,684.00		315,565.72
09/01/2022	000273	TC Commons II LDHA LLC	920.00		314,645.72
09/01/2022	000273	Davis Investment Properties, LLC	875.00		313,770.72
09/01/2022	000273	Jack V. Dean	403.00		313,367.72
09/01/2022	000273	Five P Enterprises, LLC	509.00		312,858.72
09/01/2022	000273	Lisa Forbes	518.00		312,340.72
09/01/2022	000273	Frankfort Housing LDHA LP	1,391.00		310,949.72
09/01/2022	000273	Michael Glowacki	375.00		310,574.72
09/01/2022	000273	David Grzesiek	303.00		310,271.72
09/01/2022	000273	Habitat for Humanity	306.00		309,965.72
09/01/2022	000273	Harbour Ridge Apts	804.00		309,161.72
09/01/2022	000273	Hillview Terrace	1,071.00		308,090.72
09/01/2022	000273	Josh Hollister	842.00		307,248.72
09/01/2022	000273	HomeStretch	6,985.00		300,263.72
09/01/2022	000273	Matthew Jones	696.00		299,567.72
09/01/2022	000273	Donna Kalchik	436.00		299,131.72
09/01/2022	000273	Lake Pointe Acquisitions LLC.	965.00		298,166.72
09/01/2022	000273	Sidney Lammers	398.00		297,768.72
09/01/2022	000273	Maret Sabourin	552.00		297,216.72
09/01/2022	000273	Sue Martin	780.00		296,436.72

Date: 09/21/2022  
Time: 09:38:27

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2022 To: 09/21/2022

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2022	000273	Revokable Trust of Richard T &...	560.00		295,876.72
09/01/2022	000273	Oak Park Apts	873.00		295,003.72
09/01/2022	000273	Oak Terrace Apts	735.00		294,268.72
09/01/2022	000273	Dawn M. Oh	600.00		293,668.72
09/01/2022	000273	Douglas L. Porter	542.00		293,126.72
09/01/2022	000273	Post Village Glen, LLC	6,294.00		286,832.72
09/01/2022	000273	Wayne E Purkiss Trust	824.00		286,008.72
09/01/2022	000273	Timothy Rice	392.00		285,616.72
09/01/2022	000273	Sabin Pond Apartments LLC	125.00		285,491.72
09/01/2022	000273	Mike & Melissa Schichtel	1,100.00		284,391.72
09/01/2022	000273	Sherwin Rentals	615.00		283,776.72
09/01/2022	000273	SILVER SHORES MHC	1,857.00		281,919.72
09/01/2022	000273	Paul & Leona Steinorth Family Trust	426.00		281,493.72
09/01/2022	000273	Ryan Storey	370.00		281,123.72
09/01/2022	000273	22955 Investments LLC	2,191.00		278,932.72
09/01/2022	000273	TC 150P 4B LDHA LP	59,973.00		218,959.72
09/01/2022	000273	TCR Investments, LLC	798.00		218,161.72
09/01/2022	000273	Wendy Teagan	436.00		217,725.72
09/01/2022	000273	Village Glen Apartments	1,543.00		216,182.72
09/01/2022	000273	Village View Housing LHDA LP	429.00		215,753.72
09/01/2022	000273	Village Woods	655.00		215,098.72
09/01/2022	000273	Wagner Asset Group at Ninth...	307.00		214,791.72
09/01/2022	000273	Kevin Warren	302.00		214,489.72
09/01/2022	000273	Christina Wellinger	538.00		213,951.72
09/01/2022	000273	Paul Wheelock	365.00		213,586.72
09/01/2022	000273	Woodmere Ridge Apartments...	4,891.00		208,695.72
09/01/2022	000273	Wyatt Road Apartment Company	1,138.00		207,557.72
09/01/2022	000273	Theodore V. Zachman	1,135.00		206,422.72
09/01/2022	000273	Ann Zenner	710.00		205,712.72
09/01/2022	000273	Barb Zupin	472.00		205,240.72
09/01/2022	023414	Village Apartments LP	411.00		204,829.72
09/01/2022	023415	TC 150P 4B LDHA LP	4,147.00		200,682.72
09/06/2022	000273	**VOID** Jeana Aiken	( 724.00)		201,406.72
09/06/2022	000273	**VOID** Dustin Ansorge	( 938.00)		202,344.72
09/06/2022	000273	**VOID** B & R RENTALS, LLC	( 679.00)		203,023.72
09/06/2022	000273	**VOID** Elizabeth Beckett	( 238.00)		203,261.72
09/06/2022	000273	**VOID** Padrice Brown	( 539.00)		203,800.72
09/06/2022	000273	**VOID** Rebecca Carmien	( 254.00)		204,054.72
09/06/2022	000273	**VOID** Jack V. Dean	( 403.00)		204,457.72
09/06/2022	000273	**VOID** Lisa Forbes	( 518.00)		18 204,975.72

Date: 09/21/2022  
Time: 09:38:27

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2022 To: 09/21/2022

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
09/06/2022	000273	**VOID** Michael Glowacki	( 375.00)		205,350.72
09/06/2022	000273	**VOID** David Grzesiek	( 303.00)		205,653.72
09/06/2022	000273	**VOID** Josh Hollister	( 842.00)		206,495.72
09/06/2022	000273	**VOID** Matthew Jones	( 696.00)		207,191.72
09/06/2022	000273	**VOID** Donna Kalchik	( 436.00)		207,627.72
09/06/2022	000273	**VOID** Sidney Lammers	( 398.00)		208,025.72
09/06/2022	000273	**VOID** Maret Sabourin	( 552.00)		208,577.72
09/06/2022	000273	**VOID** Sue Martin	( 780.00)		209,357.72
09/06/2022	000273	**VOID** Revokable Trust of...	( 560.00)		209,917.72
09/06/2022	000273	**VOID** Dawn M. Oh	( 600.00)		210,517.72
09/06/2022	000273	**VOID** Douglas L. Porter	( 542.00)		211,059.72
09/06/2022	000273	**VOID** Post Village Glen, LLC	( 6,294.00)		217,353.72
09/06/2022	000273	**VOID** Wayne E Purkiss Trust	( 824.00)		218,177.72
09/06/2022	000273	**VOID** Timothy Rice	( 392.00)		218,569.72
09/06/2022	000273	**VOID** Sabin Pond Apartments...	( 125.00)		218,694.72
09/06/2022	000273	**VOID** Mike & Melissa Schichtel	( 1,100.00)		219,794.72
09/06/2022	000273	**VOID** Paul & Leona Steinorth...	( 426.00)		220,220.72
09/06/2022	000273	**VOID** Ryan Storey	( 370.00)		220,590.72
09/06/2022	000273	**VOID** TC 150P 4B LDHA LP	( 59,973.00)		280,563.72
09/06/2022	000273	**VOID** Wendy Teagan	( 436.00)		280,999.72
09/06/2022	000273	**VOID** Village Woods	( 655.00)		281,654.72
09/06/2022	000273	**VOID** Kevin Warren	( 302.00)		281,956.72
09/06/2022	000273	**VOID** Christina Wellinger	( 538.00)		282,494.72
09/06/2022	000273	**VOID** Paul Wheelock	( 365.00)		282,859.72
09/06/2022	000273	**VOID** Theodore V. Zachman	( 1,135.00)		283,994.72
09/06/2022	000273	**VOID** Ann Zenner	( 710.00)		284,704.72
09/06/2022	000273	**VOID** Barb Zupin	( 472.00)		285,176.72
09/06/2022	000274	Jeana Aiken	724.00		284,452.72
09/06/2022	000274	Dustin Ansorge	938.00		283,514.72
09/06/2022	000274	B & R RENTALS, LLC	679.00		282,835.72
09/06/2022	000274	Elizabeth Beckett	238.00		282,597.72
09/06/2022	000274	Padrice Brown	539.00		282,058.72
09/06/2022	000274	Rebecca Carmien	254.00		281,804.72
09/06/2022	000274	Jack V. Dean	403.00		281,401.72
09/06/2022	000274	Lisa Forbes	518.00		280,883.72
09/06/2022	000274	Michael Glowacki	375.00		280,508.72
09/06/2022	000274	David Grzesiek	303.00		280,205.72
09/06/2022	000274	Josh Hollister	842.00		279,363.72
09/06/2022	000274	Matthew Jones	696.00		278,667.72
09/06/2022	000274	Donna Kalchik	436.00		19 278,231.72

Date: 09/21/2022  
Time: 09:38:27

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2022 To: 09/21/2022

Page: 4

Date	Ref Num	Payee	Payment	Deposit	Balance
09/06/2022	000274	Sidney Lammers	398.00		277,833.72
09/06/2022	000274	Maret Sabourin	552.00		277,281.72
09/06/2022	000274	Sue Martin	780.00		276,501.72
09/06/2022	000274	Revokable Trust of Richard T &...	560.00		275,941.72
09/06/2022	000274	Dawn M. Oh	600.00		275,341.72
09/06/2022	000274	Douglas L. Porter	542.00		274,799.72
09/06/2022	000274	Post Village Glen, LLC	6,294.00		268,505.72
09/06/2022	000274	Wayne E Purkiss Trust	824.00		267,681.72
09/06/2022	000274	Timothy Rice	392.00		267,289.72
09/06/2022	000274	Sabin Pond Apartments LLC	125.00		267,164.72
09/06/2022	000274	Mike & Melissa Schichtel	1,100.00		266,064.72
09/06/2022	000274	Paul & Leona Steinorth Family Trust	426.00		265,638.72
09/06/2022	000274	Ryan Storey	370.00		265,268.72
09/06/2022	000274	TC 150P 4B LDHA LP	59,973.00		205,295.72
09/06/2022	000274	Wendy Teagan	436.00		204,859.72
09/06/2022	000274	Village Woods	655.00		204,204.72
09/06/2022	000274	Kevin Warren	302.00		203,902.72
09/06/2022	000274	Christina Wellinger	538.00		203,364.72
09/06/2022	000274	Paul Wheelock	365.00		202,999.72
09/06/2022	000274	Theodore V. Zachman	1,135.00		201,864.72
09/06/2022	000274	Ann Zenner	710.00		201,154.72
09/06/2022	000274	Barb Zupin	472.00		200,682.72
09/09/2022	023416	City Of Traverse City	113.80		200,568.92
09/09/2022	023417	Consumers Energy	186.00		200,382.92
09/09/2022	023418	DTE ENERGY	170.20		200,212.72

**Total:** 154,351.55 161,627.00

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2022**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 103,813.11
1111.9 - Cash-Short Term Investments	259,233.40
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,897.86
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

<b>Total Cash</b>	<b>\$ 390,224.98</b>
-------------------	----------------------

**Receivables**

1122 - Tenants	\$ 12,858.55
1122.1 - Allowance for Doubtful Accounts	(6,902.36)
1125 - Accounts Receivable - HUD	353,444.83
1129.1 - Accounts Receivable-Other	296,284.18
1129.11 - Interfund Due From Vouchers	20,065.37
1130 - Accounts Receivable-TAHDC	1,177.27

<b>Total Receivables</b>	<b>\$ 676,927.84</b>
--------------------------	----------------------

**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Deferred Charges**

1211 - Prepaid Insurance	\$ 35,346.15
--------------------------	--------------

<b>Total Deferred Charges</b>	<b>\$ 35,346.15</b>
-------------------------------	---------------------

<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,102,498.97</b>
-----------------------------	------------------------

**NON-CURRENT ASSETS**

1300 - Investments in Joint Ventures	\$ 75,000.00
--------------------------------------	--------------

**Fixed Assets**

1400.5 - Accumulated Depreciation	\$ (7,670,056.43)
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	102,419.16
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

<b>Total Fixed Assets</b>	<b>\$ 1,818,197.68</b>
---------------------------	------------------------

<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$ 1,893,197.68</b>
---------------------------------	------------------------

<b>TOTAL ASSETS</b>	<b><u>\$ 2,995,696.65</u></b>
---------------------	-------------------------------

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2022**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 239,475.42
2114 - Tenant Security Deposits	34,441.00
2117.3 - State Income Tax Withheld	846.40

<b>Total Accounts Payable</b>	<b>\$ 274,762.82</b>
-------------------------------	----------------------

**Accrued Liabilities**

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$ 262,516.99
2130.3 - Independent Bank Line of Credit	250,000.00
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	55,223.88

<b>Total Accrued Liabilities</b>	<b>\$ 584,304.97</b>
----------------------------------	----------------------

**Deferred Credits**

2240 - Tenants Prepaid Rent	\$ 5,249.63
-----------------------------	-------------

<b>Total Deferred Credits</b>	<b>\$ 5,249.63</b>
-------------------------------	--------------------

<b>Total Current Liabilities</b>	<b>\$ 864,317.42</b>
----------------------------------	----------------------

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$ 3,343.74
---	-------------

<b>Total Noncurrent Liabilities</b>	<b>\$ 3,343.74</b>
-------------------------------------	--------------------

<b>TOTAL LIABILITIES</b>	<b>\$ 867,661.16</b>
--------------------------	----------------------

**EQUITY**

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

**Net Assets**

2806 - Unrestricted Net Assets	\$ 443,370.83
2807 - Restricted Net Assets	\$ 75,000.00
Income and Expense Clearing	(50,006.82)
Income and Expense Clearing-2017 CFP	56,590.89
Income and Expense Clearing-2018 CFP	116,990.79
Income and Expense Clearing-2019 CFP	127,855.47
Income and Expense Clearing-2020 CFP	52,553.64

<b>Total Net Assets</b>	<b>\$ 822,354.80</b>
-------------------------	----------------------

<b>TOTAL EQUITY</b>	<b>\$ 2,128,035.49</b>
---------------------	------------------------

<b>TOTAL LIABILITIES/EQUITY</b>	<b>\$ 2,995,696.65</b>
---------------------------------	------------------------

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 12 Months Ended June 30, 2022**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2022</u>	<u>June 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>				
<b>Rental Income</b>				
3110 - Dwelling Rental	\$ 34,158.00	\$ 390,343.00	\$ 450,000	\$ 59,657.00
3110.2 - Dwelling Rental-Proj. 2	6,895.00	84,179.00	0	(84,179.00)
3120 - Excess Utilities	298.00	830.15	0	(830.15)
3190 - Nondwelling Rental	10,720.18	93,253.69	85,000	(8,253.69)
<b>Total Rental Income</b>	<u>\$ 52,071.18</u>	<u>\$ 568,605.84</u>	<u>\$ 535,000</u>	<u>\$ (33,605.84)</u>
<b>Revenues - HUD PHA GRANTS</b>				
3401.2 - Operating Subsidy	\$ 25,338.00	\$ 332,378.00	\$ 300,000	\$ (32,378.00)
<b>Total HUD PHA GRANTS</b>	<u>\$ 25,338.00</u>	<u>\$ 332,378.00</u>	<u>\$ 300,000</u>	<u>\$ (32,378.00)</u>
<b>Nonrental Income</b>				
3610 - Interest Income-Gen. Fund	\$ 9.59	\$ 114.35	\$ 2,500	\$ 2,385.65
3690 - Tenant Income	898.00	7,325.37	5,000	(2,325.37)
3690.1 - Non-Tenant Income	49,275.00	85,949.56	50,000	(35,949.56)
3690.2 - Tenant Income-Cable	2,905.00	28,711.00	40,000	11,289.00
3690.3 - Gain (Loss) of Disposal of Equip.	(376.43)	(376.43)	0	376.43
3692 - Management Fee	2,100.00	25,200.00	70,000	44,800.00
3692.1 - Maintenance Contracts	2,000.00	24,000.00	0	(24,000.00)
<b>Total Nonrental Income</b>	<u>\$ 56,811.16</u>	<u>\$ 170,923.85</u>	<u>\$ 167,500</u>	<u>\$ (3,423.85)</u>
<b>Total Operating Income</b>	<u>\$ 134,220.34</u>	<u>\$ 1,071,907.69</u>	<u>\$ 1,002,500</u>	<u>\$ (69,407.69)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 11,960.24	\$ 132,595.08	\$ 140,680	\$ 8,084.92
4130 - Legal Expense	(263.00)	2,880.96	30,000	27,119.04
4140 - Staff Training	0.00	635.50	4,050	3,414.50
4150 - Travel Expense	(249.72)	4,884.43	4,700	(184.43)
4170 - Accounting Fees	639.56	6,977.07	8,500	1,522.93
4171 - Auditing	0.00	3,050.00	4,000	950.00
4182 - Employee Benefits - Admin	3,453.96	28,156.17	27,300	(856.17)
4185 - Telephone	537.14	4,985.93	7,500	2,514.07
4190.1 - Publications	0.00	717.00	800	83.00
4190.2 - Membership Dues and Fees	(50.00)	100.00	1,000	900.00
4190.3 - Admin. Service Contracts	(474.70)	14,643.88	21,770	7,126.12
4190.4 - Office Supplies	(83.84)	5,854.40	4,200	(1,654.40)
4190.5 - Other Sundry Expense	1,667.93	24,572.66	11,900	(12,672.66)
4190.6 - Advertising	(569.65)	523.10	1,500	976.90
<b>Total Administration</b>	<u>\$ 16,567.92</u>	<u>\$ 230,576.18</u>	<u>\$ 267,900</u>	<u>\$ 37,323.82</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	\$ 26.29	\$ 7,212.14	\$ 9,500	\$ 2,287.86
4230 - Cable TV-Tenants	5,740.09	53,421.71	42,000	(11,421.71)
<b>Total Tenant Services</b>	<u>\$ 5,766.38</u>	<u>\$ 60,633.85</u>	<u>\$ 51,500</u>	<u>\$ (9,133.85)</u>



**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 12 Months Ended June 30, 2022**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2022</u>	<u>June 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>				
4310 - Water	\$ (1,844.73)	\$ 30,261.61	\$ 19,000	\$ (11,261.61)
4320 - Electricity	(1,900.95)	115,484.09	135,000	19,515.91
4330 - Gas	415.17	24,772.14	20,000	(4,772.14)
<b>Total Utilities</b>	<u>\$ (3,330.51)</u>	<u>\$ 170,517.84</u>	<u>\$ 174,000</u>	<u>\$ 3,482.16</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 7,389.44	\$ 145,271.32	\$ 166,720	\$ 21,448.68
4420 - Materials	(5,921.66)	28,996.79	42,000	13,003.21
4430 - Contract Costs	0.00	0.00	51,000	51,000.00
4430.02 - Heating & Cooling Contracts	0.00	4,178.15	6,000	1,821.85
4430.03 - Snow Removal Contracts	0.00	3,518.00	5,000	1,482.00
4430.04 - Elevator Maintenance Contracts	0.00	11,134.29	9,500	(1,634.29)
4430.05 - Landscape & Grounds Contracts	10,471.25	20,997.93	10,000	(10,997.93)
4430.06 - Unit Turnaround Contracts	0.00	18,520.00	18,000	(520.00)
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	4,075.53	9,165.53	2,500	(6,665.53)
4430.09 - Extermination Contracts	290.00	3,960.00	3,000	(960.00)
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts	178.92	9,853.39	15,000	5,146.61
4430.12 - Misc. Contracts	0.00	3,776.57	15,000	11,223.43
4431 - Garbage Removal	2,801.51	18,718.67	8,000	(10,718.67)
4433 - Employee Benefits - Maint.	374.26	46,302.19	44,050	(2,252.19)
4470 - Elk Rapids Expenses	(1,721.61)	193.46	0	(193.46)
4471 - East Bay Flats Expenses	925.08	0.00	0	0.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 18,862.72</u>	<u>\$ 324,586.29</u>	<u>\$ 397,770</u>	<u>\$ 73,183.71</u>
<b>General Expense</b>				
4510 - Insurance	\$ 2,950.26	\$ 36,854.01	\$ 30,500	\$ (6,354.01)
4520 - Payment in Lieu of Taxes	5,844.89	28,761.63	25,000	(3,761.63)
4550 - Compensated Absences	(1,980.73)	(1,980.73)	(1,000)	980.73
4570 - Collection Losses	0.00	0.00	3,000	3,000.00
4586 - Interest Expense-CFFP	14,035.12	14,035.12	30,000	15,964.88
4586.1 - Interest Expense-EPC	2,047.15	2,047.15	0	(2,047.15)
4590 - Other General Expense	0.00	1,520.83	45,000	43,479.17
<b>Total General Expense</b>	<u>\$ 22,896.69</u>	<u>\$ 81,238.01</u>	<u>\$ 132,500</u>	<u>\$ 51,261.99</u>
<b>Total Routine Expense</b>	<u>\$ 60,763.20</u>	<u>\$ 867,552.17</u>	<u>\$ 1,023,670</u>	<u>\$ 156,117.83</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.3 - Contract Costs	\$ 0.00	\$ 20,312.76	\$ 10,000	\$ (10,312.76)
<b>Total Extraordinary Maintenance</b>	<u>\$ 0.00</u>	<u>\$ 20,312.76</u>	<u>\$ 10,000</u>	<u>\$ (10,312.76)</u>
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>Total Non-Routine Expense</b>	<u>\$ 0.00</u>	<u>\$ 20,312.76</u>	<u>\$ 10,000</u>	<u>\$ (10,312.76)</u>
<b>Total Operating Expenses</b>	<u>\$ 60,763.20</u>	<u>\$ 887,864.93</u>	<u>\$ 1,033,670</u>	<u>\$ 145,805.07</u>
<b>Operating Income (Loss)</b>	<u>\$ 73,457.14</u>	<u>\$ 184,042.76</u>	<u>\$ (31,170)</u>	<u>\$ (215,212.76)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 10,649.12	\$ 169,334.20	\$ 0	\$ (169,334.20)
<b>Total Depreciation Expense</b>	<u>\$ 10,649.12</u>	<u>\$ 169,334.20</u>	<u>\$ 0</u>	<u>\$ (169,334.20)</u>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 12 Months Ended June 30, 2022**

	1 Month Ended		12 Months Ended			
	<u>June 30, 2022</u>		<u>June 30, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>RAD Expense</b>						
7020 - RAD Expenses	\$	913.20	\$	64,715.38	\$ 0	\$ (64,715.38)
<b>Total RAD Expense</b>	\$	913.20	\$	64,715.38	\$ 0	\$ (64,715.38)
<b>Capital Expenditures</b>						
7520 - Replacement of Equipment	\$	546.96	\$	3,445.96	\$ 0	\$ (3,445.96)
7540 - Betterments and Additions		114,155.50		124,100.06	40,000	(84,100.06)
7590 - Operating Expenditures-Contra		(114,702.46)		(127,546.02)	0	127,546.02
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$ 40,000	\$ 40,000.00
<b>Other Financial Items</b>						
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$ 155,000	\$ 155,000.00
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$ 155,000	\$ 155,000.00
 <b>HUD Net Income (Loss)</b>	 \$	 (42,158.52)	 \$	 (8,218.64)	 \$ 83,830	 \$ 92,048.64
<b>GAAP Net Income (Loss)</b>	\$	61,894.82	\$	(50,006.82)	\$ (226,170)	\$ (176,163.18)

**Traverse City Housing Commission  
2017 Capital Fund  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

<b>501-17 P&amp;L</b>	<b>1 Month Ended</b>	<b>12 Months Ended</b>
<b>**1020**</b>	<b><u>June 30, 2022</u></b>	<b><u>June 30, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	57,466.81	57,466.81
<b>Total HUD PHA GRANTS</b>	<u>57,466.81</u>	<u>57,466.81</u>
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>57,466.81</u>	<u>57,466.81</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	875.92	875.92
<b>Total Depreciation Expense</b>	<u>875.92</u>	<u>875.92</u>
<b>Total Operating Expenses</b>	<u>875.92</u>	<u>875.92</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>56,590.89</u></u>	<u><u>56,590.89</u></u>

**Traverse City Housing Commission  
2018 Capital Fund  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

<b>501-18 P&amp;L</b>	<b>1 Month Ended</b>	<b>12 Months Ended</b>
<b>**1021**</b>	<b><u>June 30, 2022</u></b>	<b><u>June 30, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	122,310.08	122,310.08
<b>Total HUD PHA GRANTS</b>	122,310.08	122,310.08
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	122,310.08	122,310.08
<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>		
4800 - Depreciation - Current Year	5,319.29	5,319.29
<b>Total Depreciation Expense</b>	5,319.29	5,319.29
<b>Total Operating Expenses</b>	5,319.29	5,319.29
<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>	116,990.79	116,990.79

**Traverse City Housing Commission  
Capital Fund 501-19  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

<b>501-19 P&amp;L</b>	<b>1 Month Ended</b>	<b>12 Months Ended</b>
<b>**1022**</b>	<b><u>June 30, 2022</u></b>	<b><u>June 30, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	127,855.47	127,855.47
<b>Total HUD PHA GRANTS</b>	<u>127,855.47</u>	<u>127,855.47</u>
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>127,855.47</u>	<u>127,855.47</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
<b>Total Administration</b>	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
<b>Total Other Financial Items</b>	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>127,855.47</u></u>	<u><u>127,855.47</u></u>

**Traverse City Housing Commission**  
**Capital fund 501-20**  
**Income & Expense Statement**  
**For the 1 Month and 12 Months Ended June 30, 2022**

<b>501-20 P&amp;L</b>	<b>1 Month Ended</b>	<b>12 Months Ended</b>
<b>**1023**</b>	<b><u>June 30, 2022</u></b>	<b><u>June 30, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	4,379.47	52,553.64
<b>Total HUD PHA GRANTS</b>	4,379.47	52,553.64
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	4,379.47	52,553.64
<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>	4,379.47	52,553.64

# Traverse City Housing Commission

## Capital Fund 501-17

Program ID:	1 Month Ended	12 Months Ended		
MI33-P080-50117 1520****	June 30, 2022	June 30, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
1408 - Management Improvements	\$ 0.00	\$ 10,189.00	\$ 0.00	\$ (10,189.00)
1410 - Administration	0.00	8,490.36	0.00	(8,490.36)
<b>Total Administration</b>	0.00	18,679.36	0.00	(18,679.36)
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	0.00	821.91	0.00	(821.91)
<b>Total A &amp; E Fees</b>	0.00	821.91	0.00	(821.91)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.58 - Community Room Flooring-RV	0.00	0.00	20,845.00	20,845.00
1460.59 - Siding & Windows-OV	0.00	7,937.28	48,060.00	40,122.72
1460.60 - Bathroom Rehab-OV	0.00	0.00	16,000.00	16,000.00
1460.62 - Masonry Repairs	57,466.81	57,466.81	0.00	(57,466.81)
<b>Total Dwelling Structures</b>	57,466.81	65,404.09	84,905.00	19,500.91
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 57,466.81</u>	<u>\$ 137,459.00</u>	<u>\$ 137,459.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>57,466.81</u>	<u>137,459.00</u>	<u>137,459.00</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 501-18

Program ID:	1 Month Ended	12 Months Ended		
MI33-P080-50118 1521****	June 30, 2022	June 30, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
1450.18 - Arsenic Lawsuit	51,407.50	88,460.78	159,363.00	70,902.22
<b>Total Site Improvements</b>	51,407.50	88,460.78	159,363.00	70,902.22
<b>Dwelling Structures</b>				
1460.62 - Masonry Repairs	70,902.58	70,902.58	0.00	(70,902.58)
<b>Total Dwelling Structures</b>	70,902.58	70,902.58	0.00	(70,902.58)
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 122,310.08</u>	<u>\$ 211,917.00</u>	<u>\$ 211,917.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>122,310.08</u>	<u>211,917.00</u>	<u>211,917.00</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

## 2019 Capital Fund

Program ID:	1 Month Ended	12 Months Ended		
MI33-P080-50119 1522****	June 30, 2022	June 30, 2022	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	58,055.00	58,055.00	0.00	(58,055.00)
<b>Total A &amp; E Fees</b>	58,055.00	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	50,484.46	50,484.46	0.00	(50,484.46)
1460.63 - Electrical Service (RAD)	19,316.01	19,316.01	0.00	(19,316.01)
<b>Total Dwelling Structures</b>	69,800.47	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	52,553.64	52,554.00	0.36
<b>Total Other</b>	0.00	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 127,855.47</u>	<u>\$ 180,409.11</u>	<u>\$ 220,774.00</u>	<u>\$ 40,364.89</u>
<b>1600 - Capital Funds Advanced</b>	<u>127,855.47</u>	<u>180,409.11</u>	<u>220,774.00</u>	<u>40,364.89</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	12 Months Ended		
MI33-P080-50120 1523****	June 30, 2022	June 30, 2022	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	4,379.47	52,553.64	52,554.00	0.36
<b>Total Other</b>	4,379.47	52,553.64	52,554.00	0.36
<b>Total Capital Funds Expended</b>	<u>\$ 4,379.47</u>	<u>\$ 52,553.64</u>	<u>\$ 237,310.00</u>	<u>\$ 184,756.36</u>
<b>1600 - Capital Funds Advanced</b>	<u>4,379.47</u>	<u>52,553.64</u>	<u>237,310.00</u>	<u>184,756.36</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	12 Months Ended		
1601****	June 30, 2022	June 30, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	19,561.00	(0.06)
<b>Total A &amp; E Fees</b>	0.00	19,561.06	19,561.00	(0.06)
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.35 - Water Heaters-RT	0.00	0.00	21,400.00	21,400.00
1460.36 - Water Heaters-OV	0.00	0.00	11,000.00	11,000.00
1460.40 - Kitchen Rehab-RV	0.00	0.00	403,425.00	403,425.00
1460.41 - Roof-RV	0.00	0.00	75,000.00	75,000.00
1460.42 - Roof-OV	0.00	0.00	60,000.00	60,000.00
1460.43 - Generator-RV	0.00	0.00	35,000.00	35,000.00
1460.45 - Omega Construction	0.00	577,637.00	0.00	(577,637.00)
<b>Total Dwelling Structures</b>	0.00	577,637.00	605,825.00	28,188.00
<b>Dwelling Equipment</b>				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1501 - Debt Service Payment	0.00	0.00	34,755.00	34,755.00
1502 - Contingency	0.00	0.00	1,334.00	1,334.00
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
<b>Total Other</b>	0.00	8,477.83	36,089.00	27,611.17
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 639,173.32</u>	<u>\$ 661,475.00</u>	<u>\$ 22,301.68</u>
<b>1600 - Capital Funds Advanced</b>	<u>0.00</u>	<u>639,173.32</u>	<u>661,475.00</u>	<u>22,301.68</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of June 30, 2022**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 244,708.29
1111.6 - FSS Escrow Savings	<u>66,557.50</u>

<b>Total Cash</b>	<b>\$ 311,265.79</b>
-------------------	----------------------

**Receivables**

<b>Total Receivables</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Deferred Charges**

<b>Total Deferred Charges</b>	<b>\$ 0.00</b>
-------------------------------	----------------

<b>TOTAL CURRENT ASSETS</b>	<b>\$ 311,265.79</b>
-----------------------------	----------------------

**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>	<b>\$ 56.17</b>
---------------------------	-----------------

<b>TOTAL ASSETS</b>	<b><u>\$ 311,321.96</u></b>
---------------------	-----------------------------

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of June 30, 2022**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 1,474.94
2119.21 - Interfund Due To Low Rent	20,065.37
<b>Total Accounts Payable</b>	<b>\$ 21,540.31</b>

**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	51,211.79
<b>Total Accrued Liabilities</b>	<b>\$ 53,142.69</b>

**Deferred Credits**

<b>Total Deferred Credits</b>	<b>\$ 0.00</b>
-------------------------------	----------------

<b>Total Current Liabilities</b>	<b>\$ 74,683.00</b>
----------------------------------	---------------------

**NONCURRENT LIABILITIES**

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

<b>TOTAL LIABILITIES</b>	<b>\$ 75,738.92</b>
--------------------------	---------------------

**NET ASSETS**

**Net Assets**

2806 - Unrestricted Net Assets	\$ 221,276.98
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	14,306.06
<b>TOTAL NET ASSETS</b>	<b>\$ 235,583.04</b>

<b>TOTAL LIABILITIES/NET ASSETS</b>	<b>\$ 311,321.96</b>
-------------------------------------	----------------------

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2022</u>	<u>June 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 646.12	\$ 0	\$ (646.12)
3603 - Number of Unit Months	0.00	(1,735.00)	0	1,735.00
3604 - Unit Months - Contra	0.00	1,735.00	0	(1,735.00)
<b>Total Operating Reserve Income</b>	<u>\$ 50.00</u>	<u>\$ 646.12</u>	<u>\$ 0</u>	<u>\$ (646.12)</u>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 98,368.00	\$ 1,132,043.00	\$ 1,250,000	\$ 117,957.00
3411 - Admin Fee Funding	9,196.00	107,503.00	71,000	(36,503.00)
<b>Total HUD PHA GRANTS</b>	<u>\$ 107,564.00</u>	<u>\$ 1,239,546.00</u>	<u>\$ 1,321,000</u>	<u>\$ 81,454.00</u>
<b>Income Offset HUD A.C.</b>				
3300 - Interest on Operating Reserve	1.75	1.75	0	(1.75)
<b>Total Income Offset</b>	<u>1.75</u>	<u>1.75</u>	<u>0.00</u>	<u>(1.75)</u>
<b>Total Operating Income</b>	<u>\$ 107,615.75</u>	<u>\$ 1,240,193.87</u>	<u>\$ 1,321,000</u>	<u>\$ 80,806.13</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 8,779.64	\$ 54,384.12	\$ 47,500	\$ (6,884.12)
4120 - Compensated Absences	(4,375.23)	(4,375.23)	(500)	3,875.23
4130 - Legal Expense	0.00	0.00	5,000	5,000.00
4140 - Staff Training	0.00	1,137.00	2,200	1,063.00
4150 - Travel Expense	120.98	824.94	2,800	1,975.06
4170 - Accounting Fees	651.75	8,413.50	10,500	2,086.50
4171 - Auditing	0.00	3,050.00	2,000	(1,050.00)
4182 - Employee Benefits - Admin	2,735.64	15,412.05	10,600	(4,812.05)
4185 - Telephone	230.62	1,978.64	3,200	1,221.36
4190 - Administrative Sundry	478.00	478.00	0	(478.00)
4190.1 - Publications	(717.00)	239.00	500	261.00
4190.2 - Membership Dues and Fees	50.00	50.00	1,000	950.00
4190.3 - Admin. Service Contracts	106.37	7,477.83	9,330	1,852.17
4190.4 - Office Supplies	(13.23)	908.28	2,200	1,291.72
4190.5 - Other Sundry Expense	733.99	6,984.29	5,100	(1,884.29)
<b>Total Administration</b>	<u>\$ 8,781.53</u>	<u>\$ 96,962.42</u>	<u>\$ 101,430</u>	<u>\$ 4,467.58</u>
<b>General Expense</b>				
<b>Total General Expense</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>Total Routine Expense</b>	<u>\$ 8,781.53</u>	<u>\$ 96,962.42</u>	<u>\$ 101,430</u>	<u>\$ 4,467.58</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

	<u>1 Month Ended June 30, 2022</u>	<u>12 Months Ended June 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 87,415.00	\$ 1,057,095.00	\$ 1,150,000	\$ 92,905.00
4715.3 - HAP - Non-Elderly Disabled	1,016.00	16,206.00	0	(16,206.00)
4715.4 - HAP - Utility Allowances	659.00	5,015.00	0	(5,015.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(646.11)	0	646.11
4715.6 - HAP - Homeownership	1,375.00	17,075.00	0	(17,075.00)
4715.61 - HAP-Homeownership URP	0.00	48.00	0	(48.00)
4719 - HAP - FSS Escrow	2,882.00	33,964.00	0	(33,964.00)
<b>Total HAP Payments</b>	<b>\$ 93,297.00</b>	<b>\$ 1,128,756.89</b>	<b>\$ 1,150,000</b>	<b>\$ 21,243.11</b>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 168.50	\$ 168.50	\$ 0	\$ (168.50)
<b>Total Depreciation Expense</b>	<b>\$ 168.50</b>	<b>\$ 168.50</b>	<b>\$ 0</b>	<b>\$ (168.50)</b>
<b>Total Operating Expense</b>	<b>\$ 102,247.03</b>	<b>\$ 1,225,887.81</b>	<b>\$ 1,251,430</b>	<b>\$ 25,542.19</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>\$ 5,368.72</b>	<b>\$ 14,306.06</b>	<b>\$ 69,570</b>	<b>\$ 55,263.94</b>
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<u>\$ 245.97</u>	<u>\$ 10,372.08</u>	<u>\$ (30,430)</u>	<u>\$ (40,802.08)</u>
<b>Analysis of Funding</b>		<b>12 Months Ended</b>		
<b>A.C. Received: June 30, 2022</b>		<b><u>June 30, 2022</u></b>		
3410 - HAP Funding		\$ 1,132,043.00		
<b>A.C. Earned</b>				
4715.1 - HAP - Occupied Units		1,057,095.00		
4715.3 - HAP - Non-Elderly Disabled		16,206.00		
4715.4 - HAP - Utility Allowances		5,015.00		
4715.5 - HAP - Fraud Recovery		(646.11)		
4715.6 - HAP - Homeownership		17,075.00		
4715.61 - HAP-Homeownership URP		48.00		
4719 - HAP - FSS Escrow		33,964.00		
<b>Total Funding Required</b>		<b>\$ 1,128,756.89</b>		
<b>Over/(Under) Funding</b>		<b>\$ 3,286.11</b>		
<b>RNP as of: June 30, 2022</b>		<b>\$ 6,585.24</b>		
<b>UNP as of: June 30, 2022</b>		<b>\$ 228,995.77</b>		

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2022</u>	<u>June 30, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Revenues - HUD PHA GRANTS</b>				
3412 - FSS Grant Revenue	\$ 0.00	\$ 35,073.34	\$ 0	\$ (35,073.34)
<b>Total HUD PHA GRANTS</b>	\$ 0.00	\$ 35,073.34	\$ 0	\$ (35,073.34)
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<u>\$ 0.00</u>	<u>\$ 35,073.34</u>	<u>\$ 0</u>	<u>\$ (35,073.34)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ (3,836.65)	\$ 27,494.43	\$ 47,200	\$ 19,705.57
4182 - Employee Benefits - Admin	(1,318.86)	7,578.91	11,980	4,401.09
<b>Total Administration</b>	<u>\$ (5,155.51)</u>	<u>\$ 35,073.34</u>	<u>\$ 59,180</u>	<u>\$ 24,106.66</u>
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ (5,155.51)	\$ 35,073.34	\$ 59,180	\$ 24,106.66



**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 12 Months Ended June 30, 2022**

	<u>1 Month Ended June 30, 2022</u>	<u>12 Months Ended June 30, 2022</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>	\$ (5,155.51)	\$ 35,073.34	\$ 59,180	\$ 24,106.66
<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>\$ 5,155.51</u>	<u>\$ 0.00</u>	<u>\$ (59,180)</u>	<u>\$ (59,180.00)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of July 31, 2022**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 205,008.25
1111.9 - Cash-Short Term Investments	2,882,315.81
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,897.15
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00

<b>Total Cash</b>	<b>\$ 3,114,501.82</b>
-------------------	------------------------

**Receivables**

1122 - Tenants	\$ 3,378.08
1122.1 - Allowance for Doubtful Accounts	(6,902.36)
1129.1 - Accounts Receivable-Other	363,497.66
1129.11 - Interfund Due From Vouchers	29,635.23
1130 - Accounts Receivable-TAHDC	1,177.27

<b>Total Receivables</b>	<b>\$ 390,785.88</b>
--------------------------	----------------------

**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Deferred Charges**

1211 - Prepaid Insurance	\$ 32,135.18
--------------------------	--------------

<b>Total Deferred Charges</b>	<b>\$ 32,135.18</b>
-------------------------------	---------------------

<b>TOTAL CURRENT ASSETS</b>	<b>\$ 3,537,422.88</b>
-----------------------------	------------------------

**NON-CURRENT ASSETS**

1300 - Investments in Joint Ventures	\$ 75,000.00
--------------------------------------	--------------

**Fixed Assets**

1400 - Construction in Progress-CFP	\$ 12,197.14
1400.5 - Accumulated Depreciation	(7,684,490.94)
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	102,419.16
1400.9 - Furn., Equip., Mach.-Admin	276,183.31

<b>Total Fixed Assets</b>	<b>\$ 1,815,960.31</b>
---------------------------	------------------------

<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$ 1,890,960.31</b>
---------------------------------	------------------------

<b>TOTAL ASSETS</b>	<b>\$ 5,428,383.19</b>
---------------------	------------------------

**Traverse City Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of July 31, 2022**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 7,915.56
2114 - Tenant Security Deposits	34,783.00
2117.3 - State Income Tax Withheld	946.49
2117.4 - HSA Withheld	(156.66)

<b>Total Accounts Payable</b>	<b>\$ 43,488.39</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	57,307.22

<b>Total Accrued Liabilities</b>	<b>\$ 73,871.32</b>
----------------------------------	---------------------

**Deferred Credits**

2290 - Other Deferred Credits	\$ 2,956,555.48
-------------------------------	-----------------

<b>Total Deferred Credits</b>	<b>\$ 2,956,555.48</b>
-------------------------------	------------------------

<b>Total Current Liabilities</b>	<b>\$ 3,073,915.19</b>
----------------------------------	------------------------

**NONCURRENT LIABILITIES**

2435.1 - Compensated Absences-Long Term	\$ 3,343.74
---	-------------

<b>Total Noncurrent Liabilities</b>	<b>\$ 3,343.74</b>
-------------------------------------	--------------------

<b>TOTAL LIABILITIES</b>	<b>\$ 3,077,258.93</b>
--------------------------	------------------------

**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	(2,032.28)
Income and Expense Clearing-2019 CFP	40,364.89
Income and Expense Clearing-2020 CFP	184,756.36

<b>Total Net Assets</b>	<b>\$ 1,045,443.77</b>
-------------------------	------------------------

<b>TOTAL EQUITY</b>	<b>\$ 2,351,124.46</b>
---------------------	------------------------

<b>TOTAL LIABILITIES/EQUITY</b>	<b>\$ 5,428,383.39</b>
---------------------------------	------------------------

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

	1 Month Ended		1 Month Ended			
	<u>July 31, 2022</u>		<u>July 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>						
<b>Rental Income</b>						
3110 - Dwelling Rental	\$	34,312.00	\$	34,312.00	\$ 0	\$ (34,312.00)
3110.2 - Dwelling Rental-Proj. 2		6,794.00		6,794.00	68,000	61,206.00
3120 - Excess Utilities		135.00		135.00	0	(135.00)
3190 - Nondwelling Rental		8,457.96		8,457.96	0	(8,457.96)
<b>Total Rental Income</b>	\$	49,698.96	\$	49,698.96	\$ 68,000	\$ 18,301.04
<b>Revenues - HUD PHA GRANTS</b>						
3401.2 - Operating Subsidy	\$	25,835.67	\$	25,835.67	\$ 35,000	\$ 9,164.33
<b>Total HUD PHA GRANTS</b>	\$	25,835.67	\$	25,835.67	\$ 35,000	\$ 9,164.33
<b>Nonrental Income</b>						
3610 - Interest Income-Gen. Fund	\$	350.15	\$	350.15	\$ 500	\$ 149.85
3690 - Tenant Income		643.83		643.83	1,000	356.17
3690.1 - Non-Tenant Income		1,673.08		1,673.08	1,000	(673.08)
3690.2 - Tenant Income-Cable		2,905.00		2,905.00	0	(2,905.00)
3692 - Management Fee		2,100.00		2,100.00	270,200	268,100.00
3692.1 - Maintenance Contracts		2,000.00		2,000.00	24,000	22,000.00
<b>Total Nonrental Income</b>	\$	9,672.06	\$	9,672.06	\$ 296,700	\$ 287,027.94
<b>Total Operating Income</b>	\$	85,206.69	\$	85,206.69	\$ 399,700	\$ 314,493.31
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	11,806.55	\$	11,806.55	\$ 239,460	\$ 227,653.45
4130 - Legal Expense		641.74		641.74	1,500	858.26
4140 - Staff Training		0.00		0.00	3,500	3,500.00
4150 - Travel Expense		376.69		376.69	2,000	1,623.31
4170 - Accounting Fees		747.36		747.36	12,500	11,752.64
4171 - Auditing		0.00		0.00	6,000	6,000.00
4182 - Employee Benefits - Admin		5,337.02		5,337.02	47,500	42,162.98
4185 - Telephone		604.51		604.51	5,000	4,395.49
4190.1 - Publications		0.00		0.00	1,800	1,800.00
4190.2 - Membership Dues and Fees		0.00		0.00	1,000	1,000.00
4190.3 - Admin. Service Contracts		1,269.85		1,269.85	20,500	19,230.15
4190.4 - Office Supplies		300.82		300.82	3,000	2,699.18
4190.5 - Other Sundry Expense		539.11		539.11	11,000	10,460.89
4190.6 - Advertising		0.00		0.00	500	500.00
<b>Total Administration</b>	\$	21,623.65	\$	21,623.65	\$ 355,260	\$ 333,636.35
<b>Tenant Services</b>						
4220 - Rec., Pub., & Other Services	\$	134.84	\$	134.84	\$ 1,500	\$ 1,365.16
4230 - Cable TV-Tenants		5,740.09		5,740.09	0	(5,740.09)
<b>Total Tenant Services</b>	\$	5,874.93	\$	5,874.93	\$ 1,500	\$ (4,374.93)

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

	<b>1 Month Ended</b>		<b>1 Month Ended</b>		<b>BUDGET</b>	<b>*OVER/UNDER</b>
	<u><b>July 31, 2022</b></u>		<u><b>July 31, 2022</b></u>			
<b>Utilities</b>						
4310 - Water	\$	795.31	\$	795.31	\$ 5,000	\$ 4,204.69
4320 - Electricity		7,334.90		7,334.90	5,000	(2,334.90)
4330 - Gas		131.58		131.58	2,000	1,868.42
<b>Total Utilities</b>	\$	8,261.79	\$	8,261.79	\$ 12,000	\$ 3,738.21
<b>Ordinary Maint. &amp; Operations</b>						
4410 - Labor, Maintenance	\$	9,865.41	\$	9,865.41	\$ 186,580	\$ 176,714.59
4420 - Materials		263.72		263.72	5,000	4,736.28
4430.02 - Heating & Cooling Contracts		0.00		0.00	1,000	1,000.00
4430.03 - Snow Removal Contracts		0.00		0.00	1,000	1,000.00
4430.04 - Elevator Maintenance Contracts		8,439.24		8,439.24	0	(8,439.24)
4430.05 - Landscape & Grounds Contracts		4,350.00		4,350.00	2,000	(2,350.00)
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		0.00	1,000	1,000.00
4430.09 - Extermination Contracts		510.00		510.00	1,000	490.00
4430.10 - Janitorial Contracts		0.00		0.00	1,000	1,000.00
4430.11 - Routine Maintenance Contracts		0.00		0.00	3,000	3,000.00
4430.12 - Misc. Contracts		0.00		0.00	2,000	2,000.00
4431 - Garbage Removal		2,672.01		2,672.01	2,000	(672.01)
4433 - Employee Benefits - Maint.		2,785.44		2,785.44	40,600	37,814.56
4470 - Elk Rapids Expenses		14.99		14.99	0	(14.99)
<b>Total Ordinary Maint. &amp; Oper</b>	\$	28,900.81	\$	28,900.81	\$ 249,180	\$ 220,279.19
<b>General Expense</b>						
4510 - Insurance	\$	3,210.97	\$	3,210.97	\$ 5,000	\$ 1,789.03
4520 - Payment in Lieu of Taxes		2,083.34		2,083.34	5,000	2,916.66
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		397.06		397.06	0	(397.06)
4586.1 - Interest Expense-EPC		1,951.91		1,951.91	0	(1,951.91)
<b>Total General Expense</b>	\$	7,643.28	\$	7,643.28	\$ 12,000	\$ 4,356.72
<b>Total Routine Expense</b>	\$	72,304.46	\$	72,304.46	\$ 629,940	\$ 557,635.54
<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>	\$	72,304.46	\$	72,304.46	\$ 629,940	\$ 557,635.54
<b>Operating Income (Loss)</b>	\$	12,902.23	\$	12,902.23	\$ (230,240)	\$ (243,142.23)
<b>Depreciation Expense</b>						
4800 - Depreciation - Current Year	\$	14,434.51	\$	14,434.51	\$ 0	\$ (14,434.51)
<b>Total Depreciation Expense</b>	\$	14,434.51	\$	14,434.51	\$ 0	\$ (14,434.51)

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

	1 Month Ended		1 Month Ended			
	<u>July 31, 2022</u>		<u>July 31, 2022</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>RAD Expense</b>						
7020 - RAD Expenses	\$	500.00	\$	500.00	\$ 0	\$ (500.00)
<b>Total RAD Expense</b>	\$	500.00	\$	500.00	\$ 0	\$ (500.00)
<b>Capital Expenditures</b>						
7540 - Betterments and Additions	\$	0.00	\$	0.00	\$ 5,000	\$ 5,000.00
7590 - Operating Expenditures-Contra		0.00		0.00	(5,000)	(5,000.00)
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>Other Financial Items</b>						
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
 <b>HUD Net Income (Loss)</b>	 \$	 12,402.23	 \$	 12,402.23	 \$ (235,240)	 \$ (247,642.23)
<b>GAAP Net Income (Loss)</b>	\$	(2,032.28)	\$	(2,032.28)	\$ (230,240)	\$ (228,207.72)

**Traverse City Housing Commission  
2017 Capital Fund  
Income & Expense Statement  
For the 1 Month and 1 Month Ended July 31, 2022**

<b>501-17 P&amp;L</b>	<b>1 Month Ended</b>	<b>1 Month Ended</b>
<b>**1020**</b>	<b><u>July 31, 2022</u></b>	<b><u>July 31, 2022</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Traverse City Housing Commission  
2018 Capital Fund  
Income & Expense Statement  
For the 1 Month and 1 Month Ended July 31, 2022**

<b>501-18 P&amp;L</b>	<b>1 Month Ended</b>	<b>1 Month Ended</b>
<b>**1021**</b>	<b><u>July 31, 2022</u></b>	<b><u>July 31, 2022</u></b>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Nonrental Income</b>		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Surplus Credits and Charges</b>		
<b>Other Financial Items</b>		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u>0.00</u>	<u>0.00</u>



**Traverse City Housing Commission**  
**Capital Fund 501-19**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

<b>501-19 P&amp;L</b>	<b>1 Month Ended</b>	<b>1 Month Ended</b>
<b>**1022**</b>	<b><u>July 31, 2022</u></b>	<b><u>July 31, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	40,364.89	40,364.89
<b>Total HUD PHA GRANTS</b>	40,364.89	40,364.89
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	40,364.89	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>	40,364.89	40,364.89

**Traverse City Housing Commission**  
**Capital fund 501-20**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

<b>501-20 P&amp;L</b>	<b>1 Month Ended</b>	<b>1 Month Ended</b>
<b>**1023**</b>	<b><u>July 31, 2022</u></b>	<b><u>July 31, 2022</u></b>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.3 - Grant Revenue-Hard Costs	184,756.36	184,756.36
<b>Total HUD PHA GRANTS</b>	184,756.36	184,756.36
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	0.00	0.00
<b>Total Operating Income</b>	184,756.36	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>	184,756.36	184,756.36

# Traverse City Housing Commission

## Capital Fund 501-17

Program ID:

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

	1 Month Ended July 31, 2022	1 Month Ended July 31, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
1408 - Management Improvements	\$ (10,189.00)	\$ 0.00	\$ 0.00	\$ 0.00
1410 - Administration	(8,490.36)	0.00	0.00	0.00
<b>Total Administration</b>	<u>(18,679.36)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>A &amp; E</b>				
1430 - Architect & Engineering Fees	(821.91)	0.00	0.00	0.00
<b>Total A &amp; E Fees</b>	<u>(821.91)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.59 - Siding & Windows-OV	(7,937.28)	0.00	0.00	0.00
1460.62 - Masonry Repairs	(57,466.81)	0.00	0.00	0.00
<b>Total Dwelling Structures</b>	<u>(65,404.09)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<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	(52,553.64)	0.00	0.00	0.00
<b>Total Other</b>	<u>(52,553.64)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Capital Funds Expended</b>	<u>\$ (137,459.00)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>(137,459.00)</u>	<u>0.00</u>	<u>0.00</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 501-18

Program ID:	1 Month Ended	1 Month Ended		
MI33-P080-50118 1521****	July 31, 2022	July 31, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
1450.18 - Arsenic Lawsuit	(88,460.78)	0.00	0.00	0.00
<b>Total Site Improvements</b>	(88,460.78)	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460.62 - Masonry Repairs	(70,902.58)	0.00	0.00	0.00
<b>Total Dwelling Structures</b>	(70,902.58)	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	(52,553.64)	0.00	0.00	0.00
<b>Total Other</b>	(52,553.64)	0.00	0.00	0.00
<b>Total Capital Funds Expended</b>	<u>\$ (211,917.00)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>(211,917.00)</u>	<u>0.00</u>	<u>0.00</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

## 2019 Capital Fund

**Program ID:**

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

**1 Month  
Ended  
July 31, 2022**

**1 Month  
Ended  
July 31, 2022**

**BUDGET**

**OVER/UNDER**

**Administration**

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

**A & E**

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)

**Site Improvements**

<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
--------------------------------	------	------	------	------

**Dwelling Structures**

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)

**Dwelling Equipment**

<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
---------------------------------	------	------	------	------

**Nondwelling Structures**

<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
-------------------------------------	------	------	------	------

**Nondwelling Equipment**

<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
------------------------------------	------	------	------	------

**Other**

1501 - Debt Service Payment	40,364.89	92,918.53	52,554.00	(40,364.53)
<b>Total Other</b>	40,364.89	92,918.53	52,554.00	(40,364.53)

**Total Capital Funds Expended**

	\$ 40,364.89	\$ 220,774.00	\$ 220,774.00	\$ 0.00
--	--------------	---------------	---------------	---------

**1600 - Capital Funds Advanced**

	40,364.89	220,774.00	220,774.00	0.00
--	-----------	------------	------------	------

**Over/(Under) Funding**

	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
--	---------	---------	---------	---------

# Traverse City Housing Commission

## 2020 Capital Fund

Program ID:	1 Month Ended	1 Month Ended		
MI33-P080-50120 1523****	July 31, 2022	July 31, 2022	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	184,756.36	237,310.00	52,554.00	(184,756.00)
<b>Total Other</b>	184,756.36	237,310.00	52,554.00	(184,756.00)
<b>Total Capital Funds Expended</b>	<u>\$ 184,756.36</u>	<u>\$ 237,310.00</u>	<u>\$ 237,310.00</u>	<u>\$ 0.00</u>
<b>1600 - Capital Funds Advanced</b>	<u>184,756.36</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

1601\*\*\*\*

	1 Month Ended July 31, 2022	1 Month Ended July 31, 2022	BUDGET	OVER/UNDER
<b>Administration</b>				
<b>Total Administration</b>	0.00	0.00	0.00	0.00
<b>A &amp; E</b>				
1430.2 - Loan Costs of Issuance	0.00	19,561.06	0.00	(19,561.06)
<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	0.00	577,637.00	0.00	(577,637.00)
<b>Total Dwelling Structures</b>	0.00	577,637.00	0.00	(577,637.00)
<b>Dwelling Equipment</b>				
1465.01 - Appliances	0.00	33,497.43	0.00	(33,497.43)
<b>Total Dwelling Equipment</b>	0.00	33,497.43	0.00	(33,497.43)
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
<b>Total Nondwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Other</b>				
1503 - Capitalized Interest	0.00	8,477.83	0.00	(8,477.83)
<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 July 31, 2022**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.1 - General Fund	\$ 258,477.24
1111.6 - FSS Escrow Savings	<u>68,459.81</u>

<b>Total Cash</b>	<b>\$ 326,937.05</b>
-------------------	----------------------

**Receivables**

<b>Total Receivables</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Investments**

<b>Total Investments</b>	<b>\$ 0.00</b>
--------------------------	----------------

**Deferred Charges**

<b>Total Deferred Charges</b>	<b>\$ 0.00</b>
-------------------------------	----------------

<b>TOTAL CURRENT ASSETS</b>	<b>\$ 326,937.05</b>
-----------------------------	----------------------

**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>	<b>\$ 56.17</b>
---------------------------	-----------------

<b>TOTAL ASSETS</b>	<b><u>\$ 326,993.22</u></b>
---------------------	-----------------------------



**Traverse City Housing Commission  
Housing Choice Voucher Program  
Balance Sheet  
As of July 31, 2022**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 1,474.94
2119.21 - Interfund Due To Low Rent	29,635.23
<b>Total Accounts Payable</b>	<b>\$ 31,110.17</b>

**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	51,223.10
<b>Total Accrued Liabilities</b>	<b>\$ 53,154.00</b>

**Deferred Credits**

<b>Total Deferred Credits</b>	<b>\$ 0.00</b>
-------------------------------	----------------

<b>Total Current Liabilities</b>	<b>\$ 84,264.17</b>
----------------------------------	---------------------

**NONCURRENT LIABILITIES**

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

<b>TOTAL LIABILITIES</b>	<b>\$ 85,320.09</b>
--------------------------	---------------------

**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	7,376.09
Income and Expense Clearing - FSS	(1,286.20)
<b>TOTAL NET ASSETS</b>	<b>\$ 241,672.93</b>

<b>TOTAL LIABILITIES/NET ASSETS</b>	<b>\$ 326,993.02</b>
-------------------------------------	----------------------

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 1 Month Ended July 31, 2022**

	1 Month Ended	1 Month Ended		
	<u>July 31, 2022</u>	<u>July 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 50.00	\$ 0	\$ (50.00)
3603 - Number of Unit Months	(154.00)	(154.00)	0	154.00
3604 - Unit Months - Contra	154.00	154.00	0	(154.00)
<b>Total Operating Reserve Income</b>	<u>\$ 50.00</u>	<u>\$ 50.00</u>	<u>\$ 0</u>	<u>\$ (50.00)</u>
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 98,368.00	\$ 98,368.00	\$ 1,250,000	\$ 1,151,632.00
3411 - Admin Fee Funding	9,196.00	9,196.00	90,000	80,804.00
<b>Total HUD PHA GRANTS</b>	<u>\$ 107,564.00</u>	<u>\$ 107,564.00</u>	<u>\$ 1,340,000</u>	<u>\$ 1,232,436.00</u>
<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>\$ 107,614.00</u>	<u>\$ 107,614.00</u>	<u>\$ 1,340,000</u>	<u>\$ 1,232,386.00</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 4,022.10	\$ 4,022.10	\$ 0	\$ (4,022.10)
4150 - Travel Expense	161.44	161.44	0	(161.44)
4170 - Accounting Fees	684.25	684.25	0	(684.25)
4182 - Employee Benefits - Admin	2,389.64	2,389.64	0	(2,389.64)
4185 - Telephone	162.63	162.63	0	(162.63)
4190.3 - Admin. Service Contracts	544.22	544.22	0	(544.22)
4190.4 - Office Supplies	87.76	87.76	0	(87.76)
4190.5 - Other Sundry Expense	381.87	381.87	0	(381.87)
<b>Total Administration</b>	<u>\$ 8,433.91</u>	<u>\$ 8,433.91</u>	<u>\$ 0</u>	<u>\$ (8,433.91)</u>
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	<u>\$ 8,433.91</u>	<u>\$ 8,433.91</u>	<u>\$ 0</u>	<u>\$ (8,433.91)</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 1 Month Ended July 31, 2022**

	<u>1 Month Ended July 31, 2022</u>	<u>1 Month Ended July 31, 2022</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 88,906.00	\$ 88,906.00	\$ 1,250,000	\$ 1,161,094.00
4715.3 - HAP - Non-Elderly Disabled	1,016.00	1,016.00	0	(1,016.00)
4715.4 - HAP - Utility Allowances	557.00	557.00	0	(557.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(50.00)	0	50.00
4715.6 - HAP - Homeownership	1,375.00	1,375.00	0	(1,375.00)
<b>Total HAP Payments</b>	<b>\$ 91,804.00</b>	<b>\$ 91,804.00</b>	<b>\$ 1,250,000</b>	<b>\$ 1,158,196.00</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>\$ 100,237.91</b>	<b>\$ 100,237.91</b>	<b>\$ 1,250,000</b>	<b>\$ 1,149,762.09</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>\$ 7,376.09</b>	<b>\$ 7,376.09</b>	<b>\$ 90,000</b>	<b>\$ 82,623.91</b>
<i>Memo:</i>				
<i>Admin Operating Income/(Loss)</i>	<b>\$ 762.09</b>	<b>\$ 762.09</b>	<b>\$ 90,000</b>	<b>\$ 89,237.91</b>

**Analysis of Funding**

**A.C. Received: July 31, 2022**

3410 - HAP Funding	<u>\$ 98,368.00</u>
--------------------	---------------------

**A.C. Earned**

4715.1 - HAP - Occupied Units	88,906.00
4715.3 - HAP - Non-Elderly Disabled	1,016.00
4715.4 - HAP - Utility Allowances	557.00
4715.5 - HAP - Fraud Recovery	(50.00)
4715.6 - HAP - Homeownership	1,375.00

<b>Total Funding Required</b>	<b>\$ 91,804.00</b>
-------------------------------	---------------------

<b>Over/(Under) Funding</b>	<b>\$ 6,564.00</b>
-----------------------------	--------------------

<b>RNP as of: July 31, 2022</b>	<b>\$ 9,863.13</b>
---------------------------------	--------------------

<b>UNP as of: July 31, 2022</b>	<b>\$ 217,503.46</b>
---------------------------------	----------------------

**Traverse City Housing Commission**  
**Voucher FSS Program**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

	1 Month Ended		1 Month Ended			
	<u>July 31, 2022</u>		<u>July 31, 2022</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>0.00</u>	\$ <u>0</u>	\$ <u>0.00</u>
<b>Operating Expenses</b>						
<b>Routine Expense</b>						
<b>Administration</b>						
4110 - Administrative Salaries	\$	1,171.39	\$	1,171.39	\$ 0	\$ (1,171.39)
4182 - Employee Benefits - Admin		<u>114.81</u>		<u>114.81</u>	<u>0</u>	<u>(114.81)</u>
<b>Total Administration</b>	\$	<u>1,286.20</u>	\$	<u>1,286.20</u>	\$ <u>0</u>	\$ <u>(1,286.20)</u>
<b>General Expense</b>						
<b>Total General Expense</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$	<u>1,286.20</u>	\$	<u>1,286.20</u>	\$ <u>0</u>	\$ <u>(1,286.20)</u>

**Traverse City Housing Commission**  
**Voucher FSS Program**  
**Income & Expense Statement**  
**For the 1 Month and 1 Month Ended July 31, 2022**

	<u>1 Month Ended</u> <u>July 31, 2022</u>	<u>1 Month Ended</u> <u>July 31, 2022</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>	\$ 1,286.20	\$ 1,286.20	\$ 0	\$ (1,286.20)
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (1,286.20)</u>	<u>\$ (1,286.20)</u>	<u>\$ 0</u>	<u>\$ 1,286.20</u>



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

## **COMMITTEE REPORTS**

Executive & Finance Committee Meeting: September 19, 2022

Governance & Compliance Committee Meeting: September 20, 2022

Governance & Compliance Committee Meeting: August 30, 2022

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Executive & Finance Committee**  
**September 19, 2022**

A regular monthly meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order at the Offices of Heather Lockwood, 807 West Front Street, Traverse City, Michigan, by President Heather Lockwood at 4:02 P.M.

**ROLL CALL**

The following were present:

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

Staff – Tony Lentych, Executive Director.

Other – None.

**CORRESPONDENCE**

An invitation to speak at the TC Planning Commission was discussed.

**AGENDA**

The following Agenda items were discussed:

- A. The minutes of the August 19, 2022 meeting minutes were reviewed and accepted. The Agenda was reviewed and accepted.
- B. RAD: A construction schedule was distributed and reviewed. Staff reported on all progress and the contractors are meeting all expectations.
- C. Real Estate Updates: Staff noted Garfield Township voted to release BATA from the PUD requirement that they wait to begin construction until TCHC receives significant funding for the housing project. The money allocated by the State of Michigan satisfied this condition in the PUD. The closing for the Parkview project may be in March or April with construction beginning before summer officially begins.

TCAPS RFP UPDATE: There was a lengthy update on the potential TCHC response to the TCAPS RFP. Several scenarios were discussed for one of the properties.

- D. Elk Rapids Housing Commission: The two new ERHC Agreements were presented and reviewed. There are cost escalators on both contracts that should cover TCHC additional costs. Both will be on the ERHC agenda on September 20, 2022.
- E. Cheboygan Housing Commission: Staff reported that there may be a misunderstanding with CHC about what TCHC can do for them until next year. More will be reported on this soon.
- F. Human Resources: A final draft of the Executive Director's Employment Agreement was discussed in detail. Staff was instructed to finalize the structure of the agreement and forward to TCHC's attorney.

- G. Staff presented a request from the Northwest Michigan Coalition to End Homelessness to enter into an MOU for the purposes of a Federal Funding application. There was in strong interest to assist but that more information was needed. Staff was instructed to invite the Coalition's director to attend our meeting to learn about their work and how we can assist. If necessary, a Special Meeting can be called next week to execute the MOU.
- H. MEETING AGENDA: The next regular meeting agenda for September 23<sup>rd</sup> was discussed. HCV Payments Standards are available and will be on the agenda. There is another FSS Graduation and we need to adopt the changes to the FSS Action Plan. Of note will be the extension of the HCV Utility Allowance Schedule for a few months while the new schedule is finalized.
- I. GENERAL COMMENTS: Staff announced that he may need to work remotely one week or so in the near future to care for an ill relative.

**ADJOURNMENT**

President Lockwood adjourned the meeting at 5:04 P.M. The next meeting will be on October 24<sup>th</sup>.

Respectfully submitted,

---

Heather Lockwood, President

Tony Lentych, Executive Director



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

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 11:00 A.M. This meeting was rescheduled from September 15, 2022.

**I      ROLL CALL**

The following were present:

Resident Members – Ellen Corcoran. Betty Osborne was excused.

Commissioners – Roger Putman. Jim Friend was excused.

Staff – Tony Lentych, Executive Director.

Residents – Jeff Turner.

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

The meeting minutes from the August 30, 2022 meeting of this committee and the agenda for this meeting were reviewed.

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

Committee Member Ellen Corcoran moved (Putman support) to accept the meeting minutes of the previous meeting.

**III      PUBLIC COMMENT**

None.

**IV      UPDATES**

A. An updated Policy Review Schedule was presented discussed.

B. Staff reported that not much had changed since last month but that they are still wanting to start leasing next spring.

C. RAD Update: Staff provided a lengthy construction update. Changes were submitted to HUD and most are expected to be approved. There was a question about the vents in the units under construction. Staff will investigate.

**V.      OLD BUSINESS**

A. Record Retention Policy: A preliminary draft was distributed and discussed. More work will occur on this next month.

B. Pet Policy: The Pet Policy was presented for one more review. No changes were recommended and the Policy was referred again to the Commission.

**VI      NEW BUSINESS**

- A. FSS Action Plan: Staff distributed the FSS Action Plan that has been updated according to new Federal Regulations. Most changes were considered minor of simple clarifications. One significant change was the way in which TCHC handles “abandoned” escrow accounts. The new regulations states that the funds cannot be used for operating support rather it must be used for the FSS program. All of the changes were reviewed and Committee Member Ellen Corcoran moved (Putman support) to recommend the Plan for approval to the Commission. The motion was approved.
- B. Staff distributed the new HCV Fair Market Rents and the Flat Rent Standards for Leelanau County. There was a brief discussion about the increases, which were significant. These two items will be on the next TCHC agenda for approval as they are every year.

**VII     PUBLIC COMMENT**

None.

**VIII   ADJOURNMENT**

Roger Putman moved (Corcoran support) to adjourn the meeting. Prior to the vote, there was a discussion of the date and time of the next meeting. Due to staff conflict on the third Thursday of the month, the third Tuesday would be a better day of the month. There was agreement to move the regular committee meeting to that day. The motion to adjourn was approved and the meeting was closed at 11:44 A.M.

The next meeting of the Committee is scheduled for October 18, 2022 at 11:00 A.M.

Respectfully submitted,

---

Tony Lentych, Executive Director

**DRAFT**  
**Meeting Minutes of the Traverse City Housing Commission**  
**Governance & Compliance Committee**  
**August 30, 2022**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Third Floor Community Room, Riverview Terrace Apartments, 150 Pine Street, Traverse City, Michigan at 11:00 A.M. This meeting was rescheduled from August 18, 2022.

**I      ROLL CALL**

The following were present:

Resident Members – Ellen Corcoran and Betty Osborne.

Commissioners – Jim Friend. Roger Putman was excused.

Staff – Tony Lentych, Executive Director.

Residents – Jo Simerson and Jeff Turner.

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

The meeting minutes from the July 28, 2022 meeting of this committee and the agenda for this meeting were reviewed.

Committee Member Ellen Corcoran moved (Friend support) to accept the meeting agenda as presented. The motion was approved.

Committee Member Betty Osborne moved (Friend support) to accept the meeting minutes of the previous meeting. Betty Osborne indicated that the spelling of her name was incorrect. The motion was approved.

**III      PUBLIC COMMENT**

There was a question about the removal of items from Riverview Terrace.

**IV      UPDATES**

- A. An updated Policy Review Schedule was presented discussed.
- B. Staff noted that project next door is moving along and they now believe that they can rent the first units in April but the schedule reflects a June opening. Staff was tasked with getting more information on the units (size, etc.) and the rent structure but that it was low priority item.
- C. RAD Update: Construction is well underway. Staff noted that one major change could be that new appliances may arrive and be installed earlier than expected. There was a question about paint color in the units. There was a question about the installation of windows.
- D. COVID-19: We have ended all restrictions in the building.

**V.      OLD BUSINESS**

- A. Record Retention Policy: We have a preliminary draft but more work needs to be done on the “on-line” or “virtual” part of the policy.

- B. Pet Policy: There was a lengthy discussion on the changes made in the TCHC Pet Policy. There was a request that more signage be placed in the laundry room prohibiting pet bedding in the machines. Betty Osborne moved (Corcoran support) to recommend the Pet Policy for adoption by the Housing Commission. The motion was approved and the policy will be forwarded for adoption.

**VI      NEW BUSINESS**

None.

**VII     PUBLIC COMMENT**

None.

**VIII    ADJOURNMENT**

Betty Osborne moved (Friend support) to adjourn the meeting. The motion was approved and the meeting was closed at 10:40 A.M. The next meeting of the Committee is scheduled for September 15, 2022 at 10:00 A.M.

Respectfully submitted,

---

Tony Lentych, Executive Director



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

## **STAFF & PROGRAM REPORTS**

Executive Director's Report: September 2022

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

Resident Council Report: September 2022

## EXECUTIVE DIRECTOR'S REPORT: September 23, 2022

This report covers the work accomplished from August 26, 2022 until September 22, 2022. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

### Strategic Goal 1

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

#### Current Properties

1. RIVERVIEW TERRACE: Twelve (12) units are now open and we have another opening on October 1<sup>st</sup>. We will be moving in at least two new tenants in October.
2. ORCHARDVIEW: The property is full.
3. EAST BAY FLATS: This project is fully leased.

#### Housing Choice Vouchers

1. We have 259 HCVs filled at this time. This includes two persons in "shop" mode. Riverview is now classified under HCV.

#### Projects & Potential Projects

1. RAD/Riverview Terrace Rehab (See Memorandum): Construction is going well – only one minor issue with electrical lines being cut on the first floor.
2. Parkview Apartments: Closing on MSHDA financing may occur by March of April of next year. It will be easier than the RAD deal. We will begin construction in the summer.
3. BATA (See Memorandum): Preparing to submit 9% tax credit application by October 3, 2022 deadline. Several conversations with Smith & Henzy about long-term development of property (conference call with WODA about Phase III).
4. Main Street Flats (Frankfort Housing Commission): Nothing to report.
5. Women's Resource Center/Madeline's House: Nothing to report.
6. Correspondence and phone calls with Cheboygan Housing Commission staff.
7. Several meetings with development team on TCAPS RFP response.

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
-------------------------	--

1. Resident Council – Several meetings and conversations with the RTRC leadership. Reviewed monthly financials. Prepared monthly report.
2. FSS – working to fill open spots and to monitor program. Staff is preparing the application to refund the program manager position. Ready to submit application next week.
3. Prepared for and held a “RAD” Resident Meeting at Riverview Terrace (Part of RTRC Meeting).
4. Worked with Uptown to find a site for a “little library”.

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

#### **Financial**

1. Working to reconcile financials with KMG for post RAD period.
2. Preparing for Audit (October 4-5).
3. Meeting with Independent Bank staff.

#### **General Management**

1. Meeting with SafetyNet staff on IT upgrades – Phones and Servers.
2. Finalized Employment Contract with Executive Committee.
3. Continued work on internal Policy Review continued work on our Document Retention Policy, FSS Action Plan, and finalized our Pet Policy.

#### **TCHC**

1. Prepared for the Regular Meeting (September).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended two Governance & Compliance Committee meetings.
4. Meeting with one City Commissioner regarding housing issues.
5. Weekly updates of TCHC Website.

## ERHC

1. Prepared for one meeting of the Commission (September).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).
3. Correspondence with Village Manager.
4. Meeting with Housing Committee.

## HUD

1. Conversations with Douglas Gordon about PHA Management Contracts.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
-------------------------	---

1. Housing North: Several meetings with Executive Staff. Attended a Grand Traverse County Housing Solutions Meeting and a meeting of the Board of Directors. Represented Housing North at Systems Change Meeting.
2. CEDAM: Led a conversations of CED leaders to advise CEDAM on future of their failed Ballot Initiative on Pay Day Lending.
3. Northern Lakes CMH: Attended monthly Board of Directors Meetings and one Committee meeting. Attended a “Club House” Open House [several Riverview residents utilize this program].
4. Several conversations with the Director of the Northwest Michigan Coalition to End Homelessness regarding a potential MOU for a HUD application.
5. Meeting with Rotary Charities and IFF about housing issues.
6. Presentation to Traverse City Planning Commission on local housing issues – along with Housing North and Homestretch Staff.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
----------------------	---

1. Worked with TCHC attorneys on legal issues including land issues regarding Lafranier Property (easements, applications to MSHDA).
2. Holiday/Vacation/Personal Time: One Holiday (Labor Holiday).
3. Meeting with Common Ground staff about housing program.



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

**September 23, 2022**

## **Current SEMAP Status**

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
25	14	56%	10	71%

## **FSS Program Manager Update**

Overall, the program is demonstrating some positive growth. We continue to recruit participants through the HCV program and through the Orchardview Townhomes intake process. But the census of potential prospects is shrinking because we do not have new families in either program. Plus, the new family that enrolled last month decided to move away from the region so that was unexpected. We are actively recruiting another new participant who has started a new job.

## **Status of Participants**

We have another participant graduating this month (under New Business). And we will have another graduation next month. We anticipate that by the end of September we will have another participant earning escrow.

## **FSS Grant**

We have completed the first draft of our application and we are ready to submit on or before October 7<sup>th</sup>. We also updated our FSS Action Plan, as required for this process, and once adopted, we will submit to HUD on or before September 30, 2022.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

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

**MESSAGE:**

Attached are the monthly financial reports from RTRC for the month of August 2022. The financial reporting was completed in a timely and thorough manner. I received all the information and no mistakes in accounting were found – all transactions were just normal purchasing.

We have not finalized a budget yet – this is largely my fault but it will be completed before the end of the month.

I will be speaking at this month's Board meeting. I will be providing an update on the progress of our construction project and the schedule of activities going forward – at least as we know them.

**ATTACHMENT:** August 2022 Financial Report  
August Bank Statement  
Letter from the RTRC President

# Riverview Terrace Resident Council

## FY 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 1,252.95	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 373.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99	\$ 878.99

Unrestricted Balance Forward	\$ 3,630.12	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45
Income	\$ 80.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 133.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45	\$ 3,577.45

EOM TOTAL*	\$ 4,456.44	\$ 4,456.44	\$ 4,456.44	\$ 4,456.44	\$ 4,456.44	\$ 4,456.44	\$ 4,456.44
------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

\* Equals Bank Statement

*Total Savings\** = \$ 50.00

*Petty Cash* = \$ 100.00

**GRAND TOTAL = \$ 4,606.44**

*Current as of August 31, 2022*



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

Your Statement Of Accounts  
08/01/2022-08/31/2022  
Your Account Number  
xxxxxx1794  
Page 1

87187 1 AV 0.455 152243-87187-250



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

LMCU's 3.00% Max Checking Account was named the 2022 Best Checking Account for High Interest by NerdWallet! Earn nearly \$450 per year in exchange for just a few easy-to-manage usage requirements. No monthly fees, no minimum balance, and over 55,000 free ATMs worldwide. Apply today! Call (800) 242-9790, visit any branch, or go to LMCU.org for more details.

#### Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$50.00	\$50.00
01	FREE CHECKING	\$4,456.44	\$4,456.44
	Total		\$4,506.44

MEMBER SAVINGS			Share Account ID 00		
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Aug 01		Beginning Balance			\$50.00
Aug 31		Ending Balance			\$50.00

FREE CHECKING			Share Account ID 01		
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Aug 01		Beginning Balance			\$4,456.44
Aug 31		Ending Balance			\$4,456.44

#### Dividend Summary

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

Your current account relationship is Value



Riverview Terrace Resident Council    September 20, 2022

Traverse City Housing Commission

To the Traverse City Housing Commission Members,

Not a whole lot to report this month as the council took the month of September off for vacations. The break went by too fast. I had my knee replacement on September 16, it went very smoothly.

We served 28 residents at the Birthday Celebration. The vanilla cake was delectable with a wonderful mousse filling. The pumpkin cake was filled with layers of pumpkin mousse and walnuts. Who would have thought cakes donated to the pantry would have been so decadent.

- October 18, Commodities for 65+
- October 21, Council meeting
- October 28, Halloween Party

Respectfully yours'



Elizabeth (Betty) Osborne, President RTRC





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

## **OLD BUSINESS**

TCHC Policy Review Schedule September 2022

Memorandum on RAD Update

Memorandum on TCHC – BATA Transit Oriented Development Update

# TCHC Policy Review Schedule

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

# TCHC Policy Review Schedule

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



# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

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

**MESSAGE:**

First Contracting continues the construction project. The X-02 stack of apartments have been gutted and tile-based asbestos remediated. The rebuild in those units has begun with the electricians now on site to do their work. We are ready to install the vapor mitigation system on the first floor. The trenches are dug and the pipe infrastructure is being installed. We hope to have the concrete poured over the system and the floors back to “normal” by the first week of October.

We are working diligently to make all the data transfers to KMG’s property management software and we are hoping to reconcile all of our financials by month’s end. This includes the transfer of all security deposits, and the rents collected since July 20, 2022 (less expenses). This has not been an easy process but we will get through it. A new lease for every resident is now ready to be signed – we plan to start inviting residents in to the office to sign the document. There is more to do on behalf of the residents like ensure their files are all up to date under tax credit compliance regulations.

As usual, we are engaged in multiple meetings every week with members of our development team, our contractor, and our architect. We are submitting documents to MSHDA for draws and changes as needed.

There was one RAD meeting for residents this month – September 22<sup>nd</sup> at 5:00 PM.

**ATTACHMENTS:** Construction Schedule as of Mid-September (subject to change)

ID	Task Name	Duration	Start	Finish	2023																
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	Riverview Terrace	305 days	Mon 8/1/22	Fri 9/29/23																	
2	Mobilize	5 days	Mon 8/1/22	Fri 8/5/22																	
3	Submittals	15 days	Mon 8/1/22	Fri 8/19/22																	
4	Order Materials	10 days	Mon 8/15/22	Fri 8/26/22																	
5	Material Lead Times	80 days	Mon 8/29/22	Fri 12/16/22																	
6	Site Work & Exterior Building	TBD	TBD	TBD																	
7	Roads, Walks, Accessibility	TBD	TBD	TBD																	
8	Landscaping	TBD	TBD	TBD																	
9	General/ Building	279 days	Tue 9/6/22	Fri 9/29/23																	
10	Common Areas	149 days	Tue 9/6/22	Fri 3/31/23																	
11	Ground Floor Corridors, Lobby, Exercise Rm, & Maintenance Rm	19 days	Tue 9/6/22	Fri 9/30/22																	
12	Concrete Cutting & Trenching	9 days	Tue 9/6/22	Fri 9/16/22																	
13	Install Vapor Mitigation & Concrete Floor	5 days	Mon 9/19/22	Fri 9/23/22																	
14	Seal Elevator Pits	2 days	Mon 9/26/22	Tue 9/27/22																	
15	Elevator 1	40 days	Mon 2/6/23	Fri 3/31/23																	
16	Elevator 2	40 days	Mon 4/3/23	Fri 5/26/23																	
17	Elevator Lobbies & Corridors	165 days	Mon 2/13/23	Fri 9/29/23																	
18	Barrier Free Apartments (02 Stack)	110 days	Mon 8/1/22	Fri 12/30/22																	
19	Demo	25 days	Mon 8/1/22	Fri 9/2/22																	
20	Abatement	15 days	Mon 8/15/22	Fri 9/2/22																	
21	Framing	10 days	Mon 9/12/22	Fri 9/23/22																	
22	Electrical Rough Ins	30 days	Mon 9/19/22	Fri 10/28/22																	
23	Plumbing & HVAC Rough Ins	15 days	Mon 10/10/22	Fri 10/28/22																	
24	Insulation & Inspections	5 days	Mon 10/31/22	Fri 11/4/22																	
25	Drywall	20 days	Mon 11/7/22	Fri 12/2/22																	
26	Paint	20 days	Mon 11/21/22	Fri 12/16/22																	
27	Flooring	10 days	Mon 12/5/22	Fri 12/16/22																	
28	Finishes	15 days	Mon 12/12/22	Fri 12/30/22																	
29	Final Clean/ Punch Unit	5 days	Mon 12/26/22	Fri 12/30/22																	
30	Typical Unit Renovations	166 days	Mon 10/17/22	Mon 6/5/23																	
31	Phase 1 - Appliances	40 days	Mon 10/17/22	Fri 12/9/22																	
32	Appliance Delivery	1 day	Mon 10/17/22	Mon 10/17/22																	
33	1001, 1003, 1004, 1005	1 day	Tue 10/18/22	Tue 10/18/22																	
34	1006, 1007, 1008, 1009	1 day	Wed 10/19/22	Wed 10/19/22																	
35	1010, 1011, 1012, 1013	1 day	Thu 10/20/22	Thu 10/20/22																	
36	901, 903, 904, 905	1 day	Mon 10/24/22	Mon 10/24/22																	
37	906, 907, 908, 909	1 day	Tue 10/25/22	Tue 10/25/22																	
Project: Riverview Terrace Date: Tue 9/13/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>										
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>										
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>										
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>												
Page 1																					

ID	Task Name	Duration	Start	Finish																		
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
38	910, 911, 912, 913	1 day	Wed 10/26/22	Wed 10/26/22																		
39	801, 803, 804, 805	1 day	Thu 10/27/22	Thu 10/27/22																		
40	806 & 807	1 day	Fri 10/28/22	Fri 10/28/22																		
41	Appliance Delivery	1 day	Mon 10/31/22	Mon 10/31/22																		
42	808, 809, 810, 811	1 day	Tue 11/1/22	Tue 11/1/22																		
43	812, 813, 701, 703	1 day	Wed 11/2/22	Wed 11/2/22																		
44	704, 705, 706, 707	1 day	Thu 11/3/22	Thu 11/3/22																		
45	708, 709, 710, 711	1 day	Mon 11/7/22	Mon 11/7/22																		
46	712, 713, 601, 603	1 day	Tue 11/8/22	Tue 11/8/22																		
47	604, 605, 606, 607	1 day	Wed 11/9/22	Wed 11/9/22																		
48	608, 609, 610, 611	1 day	Thu 11/10/22	Thu 11/10/22																		
49	612 & 613	1 day	Fri 11/11/22	Fri 11/11/22																		
50	Appliance Delivery	1 day	Mon 11/14/22	Mon 11/14/22																		
51	501, 503, 504, 505	1 day	Tue 11/15/22	Tue 11/15/22																		
52	506, 507, 508, 509	1 day	Wed 11/16/22	Wed 11/16/22																		
53	510, 511, 512, 513	1 day	Thu 11/17/22	Thu 11/17/22																		
54	No Work - Holiday	5 days	Mon 11/21/22	Fri 11/25/22																		
55	401, 403, 404, 405	1 day	Mon 11/28/22	Mon 11/28/22																		
56	406, 407, 408, 409	1 day	Tue 11/29/22	Tue 11/29/22																		
57	410, 411, 412, 413	1 day	Wed 11/30/22	Wed 11/30/22																		
58	301, 303, 304, 305	1 day	Thu 12/1/22	Thu 12/1/22																		
59	306 & 307	1 day	Fri 12/2/22	Fri 12/2/22																		
60	Appliance Delivery	1 day	Mon 12/5/22	Mon 12/5/22																		
61	308, 201, 203, 204	1 day	Tue 12/6/22	Tue 12/6/22																		
62	205, 206, 207, 208	1 day	Wed 12/7/22	Wed 12/7/22																		
63	101, 103, 104, 105	1 day	Thu 12/8/22	Thu 12/8/22																		
64	106, 107, & 108	1 day	Fri 12/9/22	Fri 12/9/22																		
65	Phase 2 - Windows & Blinds	50 days	Mon 1/9/23	Fri 3/17/23																		
66	4th Floor	5 days	Mon 1/9/23	Fri 1/13/23																		
67	5th Floor	5 days	Mon 1/16/23	Fri 1/20/23																		
68	6th Floor	5 days	Mon 1/23/23	Fri 1/27/23																		
69	7th Floor	5 days	Mon 1/30/23	Fri 2/3/23																		
70	8th Floor	5 days	Mon 2/6/23	Fri 2/10/23																		
71	9th Floor	5 days	Mon 2/13/23	Fri 2/17/23																		
72	10th Floor	5 days	Mon 2/20/23	Fri 2/24/23																		
73	3rd Floor	5 days	Mon 2/27/23	Fri 3/3/23																		
74	2nd Floor	5 days	Mon 3/6/23	Fri 3/10/23																		
Project: Riverview Terrace Date: Tue 9/13/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>											
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>											
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>											
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>													
Page 2																						

ID	Task Name	Duration	Start	Finish																		
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
75	1st Floor	5 days	Mon 3/13/23	Fri 3/17/23	<div><div></div></div>																	
76	Phase 3 - Flooring, Kitchens, Doors, Shelving, Appliances & Paint	56 days	Mon 3/20/23	Mon 6/5/23																		
77	413 & 401	3 days	Mon 3/20/23	Wed 3/22/23																		
78	403 & 405	3 days	Tue 3/21/23	Thu 3/23/23																		
79	407 & 408	3 days	Wed 3/22/23	Fri 3/24/23																		
80	406 & 404	3 days	Thu 3/23/23	Mon 3/27/23																		
81	410 & 412	3 days	Fri 3/24/23	Tue 3/28/23																		
82	409 & 411	3 days	Mon 3/27/23	Wed 3/29/23																		
83	513 & 501	3 days	Tue 3/28/23	Thu 3/30/23																		
84	503 & 505	3 days	Wed 3/29/23	Fri 3/31/23																		
85	507 & 508	3 days	Thu 3/30/23	Mon 4/3/23																		
86	506 & 504	3 days	Fri 3/31/23	Tue 4/4/23																		
87	510 & 512	3 days	Mon 4/3/23	Wed 4/5/23																		
88	509 & 511	3 days	Tue 4/4/23	Thu 4/6/23																		
89	613 & 601	3 days	Wed 4/5/23	Fri 4/7/23																		
90	603 & 605	3 days	Thu 4/6/23	Mon 4/10/23																		
91	607 & 608	3 days	Fri 4/7/23	Tue 4/11/23																		
92	606 & 604	3 days	Mon 4/10/23	Wed 4/12/23																		
93	610 & 612	3 days	Tue 4/11/23	Thu 4/13/23																		
94	609 & 611	3 days	Wed 4/12/23	Fri 4/14/23																		
95	713 & 701	3 days	Thu 4/13/23	Mon 4/17/23																		
96	703 & 705	3 days	Fri 4/14/23	Tue 4/18/23																		
97	707 & 708	3 days	Mon 4/17/23	Wed 4/19/23																		
98	706 & 704	3 days	Tue 4/18/23	Thu 4/20/23																		
99	710 & 712	3 days	Wed 4/19/23	Fri 4/21/23																		
100	709 & 711	3 days	Thu 4/20/23	Mon 4/24/23																		
101	813 & 801	3 days	Fri 4/21/23	Tue 4/25/23																		
102	803 & 805	3 days	Mon 4/24/23	Wed 4/26/23																		
103	807 & 808	3 days	Tue 4/25/23	Thu 4/27/23																		
104	806 & 804	3 days	Wed 4/26/23	Fri 4/28/23																		
105	810 & 812	3 days	Thu 4/27/23	Mon 5/1/23																		
106	809 & 811	3 days	Fri 4/28/23	Tue 5/2/23																		
107	913 & 901	3 days	Mon 5/1/23	Wed 5/3/23																		
108	903 & 905	3 days	Tue 5/2/23	Thu 5/4/23																		
109	907 & 908	3 days	Wed 5/3/23	Fri 5/5/23																		
110	906 & 904	3 days	Thu 5/4/23	Mon 5/8/23																		
111	910 & 912	3 days	Fri 5/5/23	Tue 5/9/23																		

Project: Riverview Terrace Date: Tue 9/13/22	Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>
	Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>
	Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>
	Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>		

Page 3

ID	Task Name	Duration	Start	Finish																																	
					Jul	Aug	Sep	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct																	
112	909 & 911	3 days	Mon 5/8/23	Wed 5/10/23																																	
113	1013 & 1001	3 days	Tue 5/9/23	Thu 5/11/23																																	
114	1003 & 1005	3 days	Wed 5/10/23	Fri 5/12/23																																	
115	1007 & 1008	3 days	Thu 5/11/23	Mon 5/15/23																																	
116	1006 & 1004	3 days	Fri 5/12/23	Tue 5/16/23																																	
117	1010 & 1012	3 days	Mon 5/15/23	Wed 5/17/23																																	
118	1009 & 1011	3 days	Tue 5/16/23	Thu 5/18/23																																	
119	301 & 303	3 days	Wed 5/17/23	Fri 5/19/23																																	
120	305 & 307	3 days	Thu 5/18/23	Mon 5/22/23																																	
121	306 & 308	3 days	Fri 5/19/23	Tue 5/23/23																																	
122	304	3 days	Mon 5/22/23	Wed 5/24/23																																	
123	201 & 203	3 days	Tue 5/23/23	Thu 5/25/23																																	
124	205 & 207	3 days	Wed 5/24/23	Fri 5/26/23																																	
125	206 & 208	3 days	Thu 5/25/23	Mon 5/29/23																																	
126	204	3 days	Fri 5/26/23	Tue 5/30/23																																	
127	101 & 103	3 days	Mon 5/29/23	Wed 5/31/23																																	
128	105 & 107	3 days	Tue 5/30/23	Thu 6/1/23																																	
129	106 & 108	3 days	Wed 5/31/23	Fri 6/2/23																																	
130	104	3 days	Thu 6/1/23	Mon 6/5/23																																	
131	Substantial Completion	0 days	Fri 9/29/23	Fri 9/29/23																					◆ 9/29												
Project: Riverview Terrace Date: Tue 9/13/22		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>																										
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>																										
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>																										
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>																												
Page 4																																					

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

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

**MESSAGE:**

Earlier this month, the Garfield Township Trustees voted unanimously to allow BATA to begin construction. After our presentation of the fact that we received the \$6 million investment from the State of Michigan plus the fact that we have spent nearly \$900k of our own money to move the project forward, it was determined that we have demonstrative enough of an investment on the housing side of the project. This was a condition of our PUD – that a significant investment of funding must occur in order to satisfy that condition. This relieves some of the pressure on us to “produce” under our Joint Development Agreement. Now, we must be under construction before BATA can received the final Certificate of Occupancy.

We are planning a small media event in October in order to announce our progress to date and thank the local legislators who made the State’s significant investment happen. Stay tuned for more details – and hold October 13 as possible date for this event to occur.

We are finalizing are 9% LIHTC applications that are due October 3, 2022. We only have a few items to track down or draft before the end of next week. I will have more details on this after we submit the applications but we are planning for 118 units to be built in Phase 1 of the project should our applications be successful.

**ATTACHMENTS:** Letter of Support from Congressman Bergman



**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515-2201**

WASHINGTON, DC OFFICE  
414 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-4735

TRAVERSE CITY OFFICE  
1396 DOUGLAS DRIVE, SUITE 22B  
TRAVERSE CITY, MI 49696  
(231) 944-7633

MARQUETTE OFFICE  
1500 W. WASHINGTON STREET, SUITE 2  
MARQUETTE, MI 49855  
(906) 273-2227

September 20, 2022

Mr. Chad Benson  
LIHTC Allocation Manager  
Michigan State Housing Development Authority  
735 E. Michigan Avenue  
Lansing, MI 48912

Re: The Flats at Carriage Commons Phase I & II

Dear Mr. Benson:

I am writing on behalf of the Traverse City Housing Commission (TCHC), in partnership with Smith & Henzy Affordable Group, Inc. ("Smith & Henzy"), who will be submitting a 9% and 4% blend Low Income Housing Tax Credit (LIHTC) application to the Michigan State Housing Development Authority (MSHDA) in the October 3, 2022 funding round. The project – The Flats at Carriage Commons – is a transformational, transit-oriented development that will create 210 affordable homes. The first critical round of funding will bring 118 apartments, a community clubhouse, and a diversity of amenities, such as walking trails, a picnic area, and open greenspace to fruition. The Flats at Carriage Commons is slated for development near the corner of LaFranier Rd. and W Hammond Rd. in Garfield Township, just south of Traverse City in Grand Traverse County.

The Michigan Legislature has demonstrated their support of the Project via a \$6 million commitment in the 2023 fiscal year budget and I entrust that MSHDA will consider funding this invaluable transit-oriented development under its "Strategic Investment Category."

With a mix of studio, one, and two-bedroom apartments for individuals and families with incomes from 30%-80% AMI, we will house some of the community's most in need – our low-income workforce. While Grand Traverse County has been a desirable locale for many years, with the onset of COVID-19, an increase in remote work, and thus, the ability for families to seek homes in Northern Michigan, demand for housing in the Traverse City area has skyrocketed. Our service and essential workers have been left scrambling to find affordable apartments that are near transit and employment centers.

While TCHC and Smith & Henzy are developing the residential portion of The Flats at Carriage Commons, the Bay Area Transportation Authority ("BATA") are developing its new headquarters and bus transfer station on the Project site, which will give residents unmatched access to public transportation and therefore, to the amenities, recreational opportunities, and employment centers throughout the region. Residents will have the ability to take reliable, convenient, and affordable public transit from just outside their front doors. This proximity to transit, particularly in a non-urban setting, is what makes The Flats at Carriage Commons truly innovative and deserving of MSHDA's finite resources.

I urge your full and fair consideration of the applications for The Flats at Carriage Commons under the "Strategic Investment Category." Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jack Bergman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jack Bergman  
Member of Congress





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

## **NEW BUSINESS**

Memorandum on Family Self-Sufficiency Escrow Disbursement Request

Resolution to Update and Amend FSS Action Plan

Resolution to Adopt Fair Market Rents

Resolution to Adopt Flat Rents

Resolution to Extend Utility Allowance Schedule until December 31, 2022

Resolution to Update and Amend TCHC Pet Policy

Memorandum on MOU with Northwest Michigan Coalition to End Homelessness

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** FSS Escrow Disbursement Request

**MESSAGE:**

As mentioned in the Monthly FSS Report, we have an FSS Program Participant who is ready to graduate and is eligible to receive a disbursement from their escrow accounts.

Participant No. V-001-V053378 has been in the FSS program since October of 2017. This participant started the program two years after they entered the HCV program in May of 2015. Since then, this participant has started a family and purchased home – part of our homeownership voucher program. Their work plan included increasing employment, homeownership, and securing a driver's license. All goals were met.

TCHC staff has reviewed this action is recommending a disbursement to Participant No. V-001-053378.

Total Escrow amount to be distributed today is \$23,816.37 therefore, I respectfully request a motion to disburse this amount.


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Changes and Updates to the TCHC Family Self-Sufficiency (FSS) Action Plan

**MESSAGE:**

Attached you will find the final draft version of our FSS Action Plan. HUD is requiring that all PHAs submitted their Action Plan prior to any award of funding for the Program Manager. We have presented the changes and updates to our Governance Committee for review. Significant changes are highlighted and incorporate the newest regulations issued by HUD. One of the major changes is how TCHC must handle escrow funds that are abandoned by participants who fail to graduate from the program.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT THE FAMILY SELF-SUFFICIENCY ACTION PLAN**

September 23, 2022

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

WHEREAS, the FSS Action Plan was last amended in October of 2016 and was in need of a significant review and update and was brought before the Governance Committee for significant review from a residents perspective; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the FSS Action Plan and verified that it incorporated all of the new regulations; and

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

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

*The Family Self-Sufficiency (FSS) Action Plan is hereby adopted as presented by the Traverse City Housing Commission effective immediately and is ready for submission to the appropriate Office at the U.S. Department of Housing and Urban Development.*

# ACTION PLAN

FOR THE TRAVERSE CITY HOUSING COMMISSION  
FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

**ADOPTED: AUGUST 31, 1998**

## REVISION DATES:

January 2013
October 23, 2016
<i>Proposed: September 23, 2022</i>

**Submitted to HUD: September 30, 2022**

# FAMILY SELF SUFFICIENCY ACTION PLAN

## TABLE OF CONTENTS

INTRODUCTION .....	3
TIMETABLE FOR PROGRAM IMPLEMENTATION .....	4
PROGRAM COORDINATING COMMITTEE .....	4
PROGRAM MANAGER/CASE MANAGEMENT FACILITATOR .....	5
OBJECTIVE .....	5
ADMINISTRATIVE PLAN AND CONTINUED OCCUPANCY POLICY .....	6
HOUSEHOLD ELIGIBILITY FOR FSS APPLICATION .....	6
ESTIMATE OF PARTICIPATION FAMILIES .....	7
FAMILY DEMOGRAPHICS .....	8
METHOD FOR IDENTIFICATION OF FAMILY SUPPORT SERVICES .....	8
ROLE OF PRIVATE/PUBLIC SECTOR .....	8
OUTREACH EFFORTS .....	10
• <i>Notification</i>	
• <i>Informing Minority and Non-Minority groups</i>	
• <i>Expansion Occurrence</i>	
• <i>Assurance of Non-Interference</i>	
CONTRACT OF PARTICIPATION .....	10
ESTABLISHMENT OF THE FSS ESCROW ACCOUNT .....	12
INVESTMENT OF FUNDS .....	13
DISPOSITION OF FSS ACCOUNTS .....	13
• <i>Withdrawal</i>	
• <i>Interim</i>	
• <i>Succession</i>	
• <i>Forfeiture</i>	
PORTABILITY .....	15
INCOMING PORTABILITY-ABSORBING HCV .....	16
COMPLETION OF CONTRACT OF PARTICIPATION .....	16
• <i>Corrective actions for failure to meet family responsibilities</i>	
• <i>Underreporting income and assets</i>	
FSS CONTACT ORGANIZATIONAL CHART .....	19
PROGRAM PARTICIPATION, WITHHOLDING OF SERVICE, GRIEVANCES .....	19
• <i>Hearing procedures</i>	
GLOSSARY/DEFINITIONS .....	22

## **INTRODUCTION**

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

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

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

### **TIMETABLE FOR PROGRAM IMPLEMENTATION:**

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

### **PROGRAM COORDINATING COMMITTEE**

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

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

The Program Coordinating Committee membership will include the FSS Program Manager, a Housing Choice Voucher participant, and a Public Housing participant. The Program Coordinating Committee will have the overall responsibility for planning and implementing the objectives of the program, reviewing the needs of selected program participants, ensuring that appropriate services are made available to participants and matched with their needs.

The Committee will modify/amend the Action Plan if determined necessary to accomplish the overall goals and objectives of the Family Self-Sufficiency Program. The Committee may recommend the expansion of the PCC to bring in additional public/private resources to contribute to the success of the FSS Program. The

Committee will nominate (amongst its members) a chairperson and a co-chairperson to conduct the meetings and business of the FSS Program.

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

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

#### **PROGRAM MANAGER/CASE MANAGEMENT FACILITATOR**

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

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

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

The Program Manager will submit a summary of each participant's current needs to the Program Coordinating Committee and Executive Director for review. The Manager will also request additional research by the PCC if needed to provide resources. The Manager will provide the Committee with minutes of quarterly PCC Meetings, and inform the Committee of unforeseen issues.

#### **OBJECTIVE**

The objective of the FSS program is to promote the development of local strategies to coordinate the use of housing assistance under Section 8 with public and private



resources to enable eligible families to achieve economic independence and self-sufficiency.

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

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

#### **ADMINISTRATIVE PLAN AND CONTINUED OCCUPANCY POLICY:**

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

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

#### **HOUSEHOLD ELIGIBILITY FOR FSS APPLICATION:**

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

- An FSS Participant must be a current participant of the Section 8 HCV Program/ Public Housing Program
- Meet current regulations of 24 CFR Section 8
- Must be a family whose income is very low-income or low-income (50% or below area median income)
- Never received an escrow payout from TCHC or any other PHA running an FSS program
- Be a first or second time applicant for the TCHC FSS Program. An individual will only be given two chances to successfully graduate from the TCHC FSS Program
- If a participant is terminated from the TCHC FSS Program, they may not reapply until 12 months after their termination date

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

A separate FSS program list will be developed from the above. On an ongoing basis, letters will be sent to participants of the PHA and HCV programs explaining the FSS Program and encouraging them to contact the TCHC if they are interested. TCHC incentivizes potential participants with discussions about FSS escrow account disbursements used for down payments on homes, payoff of student loans, and other uses of escrow funds by previous graduates.

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

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

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

#### **ESTIMATE OF PARTICIPATING FAMILIES:**

The projected number of participating families in the FSS program is twenty-five (25).

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

### **FAMILY DEMOGRAPHICS:**

The following pertains to the HCV and Public Housing program participants as of 9/1/2022:

<b><u>HCV</u></b>	<b><u>PH</u></b>	<b><u>Description</u></b>
169	17	Female Head of Households
88	3	Male Head of Households
21	8	Child Support recipients
60	17	Wage Earners
116	3	SSI recipients
189	4	Social Security recipients
4	1	Have zero income
1	0	Unemployment recipients
0	0	Cash Assistance recipient

Of the current PHA/HCV participants on the FSS Program, the following is the breakdown by race/ethnicity:

American Indian or Alaska Native	– 0%
Asian	– 1%
Black or African American	– 0%
Native Hawaiian or Other Pacific Islander	– 1%
White	– 98%
Latino/Hispanic	– 0%

### **METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS:**

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

### **ROLE OF PRIVATE/PUBLIC SECTOR:**

The Family Self-sufficiency Program will help families achieve economic independence through a coordinated program that combines the housing assistance under the Section 8 Rental Program with public and private supportive services. By combining private contributions with public resources, the Traverse City Housing Commission will offer a

wide range of opportunities that will help families become economically independent and self-sufficient.

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

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

## **OUTREACH EFFORTS:**

### **Notification**

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

All potential HCV Participants will be given written and verbal information regarding the FSS program during their HCV Briefing.

### **Informing Minority and Non-Minority groups**

Individual contact with all PHA/HCV participants will ensure that all participants are afforded the opportunity to participate; this provides the means of equal opportunity and non-discriminatory practices.

### **Expansion Occurrence**

In the event the Traverse City Housing Commission expands the amount of open slots for the FSS Program, all PHA/HCV participants will be notified by mail of the change. There will be a deadline for response to the change indicated on the mailer for new participants.

### **Assurance of non-interference**

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

## **CONTRACT OF PARTICIPATION:**

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

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

Participants in the FSS program meet quarterly with the Program Manager to discuss their goals and the progress they have made toward them. Participants are able to re-evaluate their goals and modify them. Upon completion of a goal, documentation will be made in the tenant's file to allow for confirmation for the eventual application for FSS graduation.

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

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

For the purposes of this contract, "good cause" will include, but not be limited to:

1. Any circumstances beyond the control of the participating family, such as serious illness or involuntary loss of employment.
2. Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension, such as completion of a college degree.
3. Any other circumstances that TCHC determines warrants an extension

In the event that it is determined that there is a need to grant an extension, the Housing Commission may require the participant to adhere to certain requirements. Both parties, the Housing Commission and the FSS family, must mutually agree to make the necessary changes to the contract. Changes may include, but are not limited to, the number and identity of participating family members and supportive services provided for the participating family. All changes may be granted provided that the contract modifications are consistent with the objective of the FSS Program.

The "Head of FSS Household" will be designated by the family, and does not need to be the HCV/PHA Head of Household. The contract specifies the obligations of the Traverse

City Housing Commission as the service provider and the FSS participant's requirements for successful completion.

**For the FSS Head of Household:**

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

**For all members of the FSS family:**

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

**ESTABLISHMENT OF THE FSS ESCROW ACCOUNT:**

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

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

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

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

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

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

#### **For Low-Income HCV Households:**

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

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

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

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

#### **INVESTMENT OF FUNDS:**

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

#### **DISPOSITION OF FSS ACCOUNTS:**

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

- The family has fulfilled all of its obligations under the contract on or before the expiration of the contract; or



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

Interim – The PHA may, at its sole option, disburse a portion of the funds from the family's escrow account during the contract period for contract related expenses if the family:

1. Has fulfilled certain interim contract goals, and
2. Needs a portion of the FSS escrow account funds for purpose consistent with the contract.

If a family receives an interim disbursement from their FSS Escrow account prior to completing the contract, the interim disbursement does not have to be repaid to the PHA if they drop out of the FSS program, unless the disbursement was based on fraud by the family.

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

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

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

consecutively and the participating family does not make an effort to remedy the situation.

When a family's escrow account is forfeited, the funds in that account are deposited into an account to be used "for the benefit of FSS families" (24CFR984.305(f))

Specifically, such funds may be used for the following eligible activities:

1. Support for FSS participants in good standing, including but not limited to, transportation, training, testing fees, employment preparation costs, and other costs related to achieving obligations to the CoP;
2. Training for FSS Program Manager;
3. Other eligible activities as determined by the Secretary.

Such funds may not be used for salary and fringe benefits of the FSS Program Manager, general administrative costs of the FSS program, for housing assistance payments (HAP) expenses or Public Housing operating funds; or any other activity determined ineligible by the Secretary.

#### **PORTABILITY:**

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

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

Participant must be in good standing with the TCHC HCV Program and the FSS Program; and

Participant must be active on the FSS Program for at least 12 months; and

The receiving PHA has an active FSS Program; and

The receiving PHA is absorbing the Housing Choice Voucher, the FSS Contract of Participation, and accepts the FSS escrow funds

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

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

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

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

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

#### **INCOMING PORTABILITY — ABSORBING HCV**

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

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

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

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

#### **COMPLETION OF CONTRACT OF PARTICIPATION:**

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

**\*Requirements of Completion of Contract:**

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

(Completion of contract includes final escrow disbursement)

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

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

**Corrective actions for failure to meet family responsibilities:**

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

1. Stop supportive services for the family
2. Terminate the families participation in the FSS program

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

**Underreporting Income & Assets:**

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

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

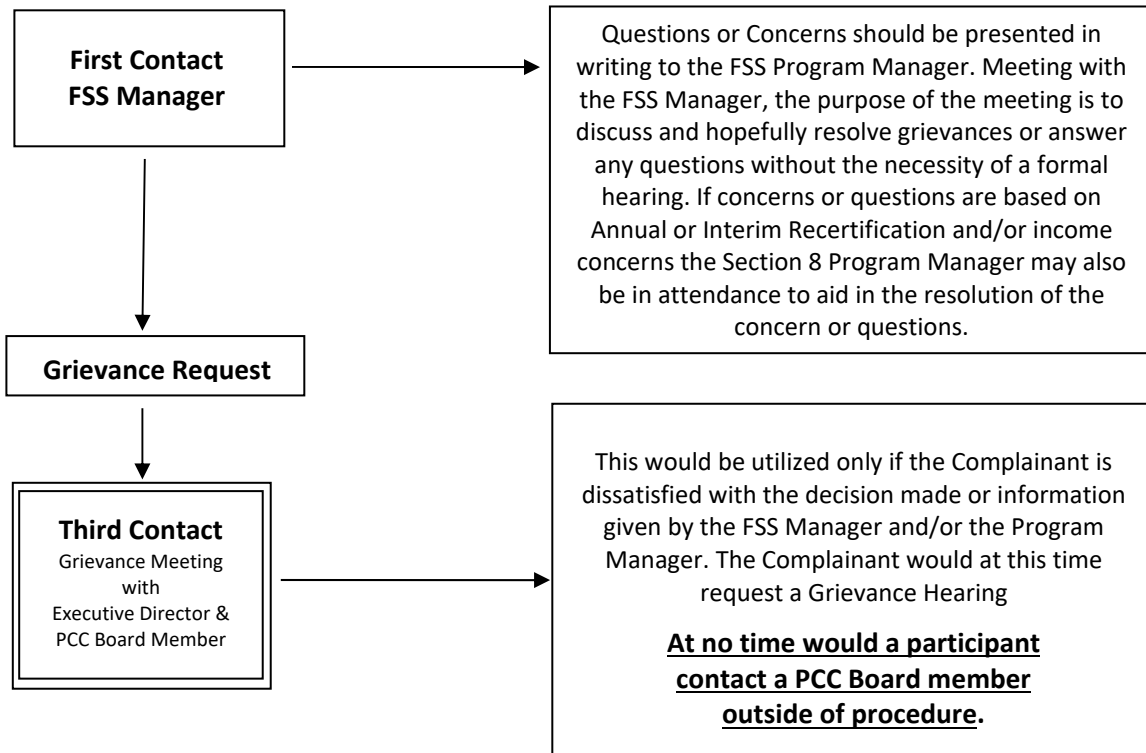
If the FSS participating family does not disclose an increase of income or assets the family will not be in compliance of the TCHC HCV Program. If the family chooses to remedy this by following the TCHC procedures and repaying the monies owed for the difference in rent paid on their part by the TCHC, the TCHC will not terminate their FSS contract. The family will then be on a 12 month probationary period during which time they will be required to provide the TCHC FSS Program Manager with income and asset statements during their quarterly meetings. If the family does not comply with the requirements of this 12 month probation the issue will be presented to the PCC Board for review.

If the PCC Board denies the family further participation with the FSS Program their contract may be terminated by the TCHC. If the PCC approves the continuation of the FSS Contract of Participation for this family there will be an additional 12 month probationary period starting on the date of approval. If the family chooses to not comply with the requirements of the probationary period a second time their contract will become void by default.

The family will be required to sign an additional contract stating they agree with the requirements of the probationary period before continuing with the program. All participating families will have an opportunity to appeal or grieve any judgments made by the TCHC and/or the PCC Board.

## **FSS CONTACT ORGANIZATION CHART**

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



## **PROGRAM PARTICIPATION, WITHHOLDING OF SERVICES, GRIEVANCE PROCEDURES:**

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

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

### **Hearing Procedures:**

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

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

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

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

1. **Failure to Request an Informal Hearing:**

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

2. **Other Complaints:**

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

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

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

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

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

The purpose of the review is to resolve disputes and correct any errors. The informal review is for applicants/participants and will be conducted by the PCC Board, the Executive Director of the TCHC, and the FSS Program Manager.

All requests received, all supporting documentation and a copy of final decisions will be retained in the applicant's file.

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



# GLOSSARY

## A. ACRONYMS USED IN SUBSIDIZED HOUSING

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

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

## **B. GLOSSARY OF SUBSIDIZED HOUSING TERMS**

- **ACOP:** Acronym for Admissions and Continued Occupancy Policy
- **Absorption.** In portability (under subpart H of this part 982): the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.
- **Accessible.** The facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps.
- **Adjusted Income.** Annual income, less allowable HUD deductions.
- **Adjusted Annual Income.** Same as Adjusted Income.
- **Administrative fee.** Fee paid by HUD to the PHA for administration of the program. See §982.152.
- **Administrative fee reserve** (formerly “operating reserve”). Account established by PHA from excess administrative fee income. The administrative fee reserve

must be used for housing purposes. See §982.155. Administrative fee reserves from FY 2004 and 2005 funding are further restricted to activities related to the provision of tenant-based rental assistance authorized under Section 8.

- **Administrative plan.** The plan that describes PHA policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA's board and included as a supporting document to the PHA Plan. See §982.54.
- **Admission.** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.
- **Amortization payment.** In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.
- **Annual contributions contract (ACC).** The written contract between HUD and a PHA under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program.
- **Annual Income.** The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.
- **Applicant (applicant family).** A family that has applied for admission to a program but is not yet a participant in the program.
- **Area Exception Rent.** An amount that exceeds the published FMR. See §982.504(b).
- **"As-paid" States.** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.
- **Assets.** (See Net Family Assets.)
- **Auxiliary aids.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance.
- **Budget authority.** An amount authorized and appropriated by the Congress for payment to Has under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.
- **Child.** A member of the family other than the family head or spouse who is under 18 years of age.
- **Childcare expenses.** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare

necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

- **Citizen.** A citizen or national of the United States.
- **Co-head.** An individual in the household who is equally responsible for the lease with the head of household. A family may have a co-head or spouse but not both. A co-head never qualifies as a dependent. The co-head must have legal capacity to enter into a lease.
- **Common space.** In shared housing: Space available for use by the assisted family and other occupants of the unit.
- **Computer match.** The automated comparison of data bases containing records about individuals.
- **Confirmatory review.** An on-site review performed by HUD to verify the management performance of a PHA.
- **Consent form.** Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.
- **Congregate housing.** Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. A special housing type: see §982.606 to §982.609.
- **Contiguous MSA.** In portability (under subpart H of part 982): An MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.
- **Continuously assisted.** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.
- **Contract.** (See Housing Assistance Payments Contract.)
- **Contract authority.** The maximum annual payment by HUD to a PHA for a funding increment.
- **Cooperative** (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: see §982.619.
- **Covered families.** Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

- **Dating violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- **Dependent.** A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.
- **Disability assistance expenses.** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
- **Disabled family.** A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.
- **Disabled person.** See Person with Disabilities.
- **Displaced family.** A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- **Domestic violence.** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Domicile.** The legal residence of the household head or spouse as determined in accordance with State and local law.
- **Drug-related criminal activity.** As defined in 42 U.S.C. 1437f(f)(5).
- **Drug-trafficking.** The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
- **Economic Self-Sufficiency Program.** Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare,

financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see §5.603(c).

- **Elderly family.** A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.
- **Elderly Person.** An individual who is at least 62 years of age.
- **Eligible Family (Family).** A family that is income eligible and meets the other requirements of the Act and Part 5 of 24 CFR.
- **Employer Identification Number (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.
- **Evidence of citizenship or eligible status.** The documents which must be submitted to evidence citizenship or eligible immigration status. (See §5.508(b).)
- **Extremely Low Income Family.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes. (CFR 5.603)
- **Facility.** All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.
- **Fair Housing Act** means title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988
- **Fair market rent (FMR).** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR part 888.
- **Family.** Includes but is not limited to the following, and can be further defined in PHA policy. A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size)
  - An elderly family or a near-elderly family
  - A displaced family
  - The remaining member of a tenant family
  - A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
- **Family rent to owner.** In the voucher program, the portion of rent to owner paid by the family.

- **Family self-sufficiency program (FSS program).** The program established by a PHA in accordance with 24 CFR part 984 to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).
- **Family share.** The portion of rent and utilities paid by the family. For calculation of family share, see §982.515(a).
- **Family unit size.** The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards.
- **Federal agency.** A department of the executive branch of the Federal Government.
- **Foster Child Care Payment.** Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.
- **Full-time Student.** A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended). (CFR 5.603)
- **Funding increment.** Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.
- **Gross rent.** The sum of the rent to owner plus any utility allowance.
- **Group home.** A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). A special housing type: see §982.610 to §982.614.
- **Handicap.** Any condition or characteristic that renders a person an individual with handicaps. See 24CFR 8.3.
- **Handicap Assistance Expense.** See “Disability Assistance Expense.”
- **HAP contract.** Housing assistance payments contract. (Contract). A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.
- **Head of household.** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.
- **Housing assistance payment.** The monthly assistance payment by a PHA, which includes: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.
- **Housing agency (HA).** A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (“PHA” and “HA” mean the same thing.)
- **Housing Quality Standards.** The HUD minimum quality standards for housing assisted under the voucher program.
- **HUD.** The Department of Housing and Urban Development.

- **Immediate family member.** A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood and marriage.
- **Imputed Asset.** Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.
- **Imputed Income.** HUD passbook rate multiplied by the total cash value of assets. Calculation used when net family assets exceed \$5,000.
- **Imputed welfare income.** An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.
- **Income.** Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.
- **Income For Eligibility.** Annual Income.
- **Income information** means information relating to an individual's income, including:
  - All employment income information known to current or previous employers or other income sources
  - All information about wages, as defined in the State's unemployment compensation law, including any Social Security Number; name of the employee; quarterly wages of the employee; and the name, full address, telephone number, and, when known, Employer Identification Number of an employer reporting wages under a State unemployment compensation law
  - Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount and the period received
  - Unearned IRS income and self-employment, wages and retirement income
  - Wage, social security, and supplemental security income data obtained from the Social Security Administration.
- **Individual with handicaps.** Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.
- **Initial PHA.** In portability, the term refers to both: (1) A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and (2) A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- **Initial payment standard.** The payment standard at the beginning of the HAP contract term.
- **Initial rent to owner.** The rent to owner at the beginning of the HAP contract term.



- **Jurisdiction.** The area in which the PHA has authority under State and local law to administer the program.
- **Landlord.** Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.
- **Lease.** A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA.
- **Live-in aide.** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:
  - Is determined to be essential to the care and well-being of the persons;
  - Is not obligated for the support of the persons; and
  - Would not be living in the unit except to provide the necessary supportive services.
- **Local Preference.** A preference used by the PHA to select among applicant families.
- **Low Income Family.** A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80% for areas with unusually high or low incomes.
- **Manufactured home.** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type: see §982.620 and §982.621.
- **Manufactured home space.** In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See §982.622 to §982.624.
- **Medical expenses.** Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of annual income.
- **Merger Date.** October 1, 1999.
- **Minor.** A member of the family household other than the family head or spouse, who is under 18 years of age.
- **Mixed family.** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
- **Monthly adjusted income.** One twelfth of adjusted income.
- **Monthly income.** One twelfth of annual income.
- **Mutual housing.** Included in the definition of “cooperative.”
- **National.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.
- **Near-elderly family.** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons,

who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

- **Net family assets.** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.
- In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.
- **Non-citizen.** A person who is neither a citizen nor national of the United States.
- **Notice of Funding Availability (NOFA).** For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.
- **Office of General Counsel (OGC).** The General Counsel of HUD.
- **Owner.** Any person or entity with the legal right to lease or sublease a unit to a participant.
- **PHA Plan.** The annual plan and the 5-year plan as adopted by the PHA and approved by HUD.
- **PHA's quality control sample.** An annual sample of files or records drawn in an unbiased manner and reviewed by a PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see CFR 985.3.
- **Participant (participant family).** A family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).

- **Payment standard.** The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).
- **Persons With Disabilities.** A person who has a disability as defined in 42 U.S.C. 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means and “individual with handicaps” as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely
  - on drug or alcohol dependence (for low-income housing eligibility purposes) see “Individual with handicaps”
- **Portability.** Renting a dwelling unit with Section 8 housing choice voucher outside the jurisdiction of the initial PHA.
- **Premises.** The building or complex in which the dwelling unit is located, including common areas and grounds.
- **Private space.** In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.
- **Processing entity.** The person or entity that, under any of the programs covered, is responsible for making eligibility and related determinations and any income reexamination. In the Section 8 program, the “processing entity” is the “responsible entity.”
- **Project owner.** The person or entity that owns the housing project containing the assisted dwelling unit.
- **Public Assistance.** Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.
- **Public Housing Agency (PHA).** Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, which is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.
- **Reasonable rent.** A rent to owner that is not more than rent charged: (1) For comparable units in the private unassisted market; and (2) For comparable unassisted units in the premises.
- **Receiving PHA.** In portability: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family.

- **Recertification.** Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported.
- **Remaining Member of Tenant Family.** Person left in assisted housing who may or may not normally qualify for assistance on own circumstances (i.e., an elderly spouse dies, leaving widow age 47 who is not disabled).
- **Rent to owner.** The total monthly rent payable to the owner under the lease for the unit (also known as contract rent). Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.
- **Residency Preference.** A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").
- **Residency Preference Area.** The specified area where families must reside to qualify for a residency preference.
- **Responsible entity.** For the public housing and the Section 8 tenant-based assistance, project-based certificate assistance, and moderate rehabilitation programs, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.
- **Secretary.** The Secretary of Housing and Urban Development.
- **Section 8.** Section 8 of the United States Housing Act of 1937.
- **Section 8 covered programs.** All HUD programs which assist housing under Section 8 of the 1937 Act, including Section 8 assisted housing for which loans are made under section 202 of the Housing Act of 1959.
- **Section 214.** Section 214 of the Housing and Community Development Act of 1980, as amended
- **Section 214 covered programs** is the collective term for the HUD programs to which the restrictions imposed by Section 214 apply. These programs are set forth in §5.500.
- **Security Deposit.** A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.
- **Set-up charges.** In a manufactured home space rental: Charges payable by the family for assembling, skirting and anchoring the manufactured home.
- **Shared housing.** A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type: see §982.615 to §982.618.
- **Single Person.** A person living alone or intending to live alone.
- **Single room occupancy housing (SRO).** A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. A special housing type: see §982.602 to §982.605.

- **Social Security Number (SSN).** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.
- **Special admission.** Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.
- **Special housing types.** See subpart M of part 982. Subpart M states the special regulatory requirements for: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).
- **Specified Welfare Benefit Reduction.** Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- **Spouse.** The marriage partner of the head of household.
- **Stalking.** To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- **State Wage Information Collection Agency (SWICA).** The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.
- **Subsidy standards.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.
- **Suspension.** Stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extension or suspension. This practice is also called "tolling".
- **Tenancy Addendum.** For the Housing Choice Voucher Program, the lease language required by HUD in the lease between the tenant and the owner.
- **Tenant.** The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

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

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


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Fiscal Year 2023 HUD Fair Market Rents

**MESSAGE:**

On an annual basis, U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community in our Housing Choice Voucher (HCV) Program. Once adopted through resolution, local Public Housing Authorities are allowed to establish a payment standard to landlords at any level between 90 percent and 110 percent (120 percent if approved) of the established FMR for any unit size [see attachment].

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION FOR THE ADOPTION OF THE HUD FAIR MARKET RENTS**

September 23, 2023

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

WHEREAS, the HUD Fiscal Year (FY) 2022 Fair Market Rents are now published (attached) for our region; and

WHEREAS, FMRs are primarily used to determine payment standard amounts for the HCV Program and the local Public Housing Authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent (120 percent if approved) of the published FMR for that unit size (24 CFR 982.503(b)); and

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

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

*The Fair Market Rent Payment Standards established by HUD are adopted for the Housing Choice Voucher (HCV) Program beginning November 30, 2021.*



## TCHC FY 2023 Fair Market Rents (FMR) for HCV Program\*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Payment Standard
	\$ 572.00	\$ 727.00	\$ 855.00	\$ 1,106.00	\$ 1,382.00	FMR
Antrim	\$ 629.20	\$ 800.00	\$ 941.00	\$ 1,217.00	\$ 1,520.00	110%
	\$ 686.00	\$ 872.00	\$ 1,026.00	\$ 1,327.00	\$ 1,658.00	120%
	\$ 696.00	\$ 764.00	\$ 1,006.00	\$ 1,224.00	\$ 1,419.00	FMR
Benzie	\$ 766.00	\$ 840.00	\$ 1,107.00	\$ 1,346.00	\$ 1,561.00	110%
	\$ 835.00	\$ 917.00	\$ 1,207.00	\$ 1,469.00	\$ 1,703.00	120%
	\$ 750.00	\$ 914.00	\$ 1,085.00	\$ 1,321.00	\$ 1,458.00	FMR
Grand Traverse*	\$ 825.00	\$ 1,005.00	\$ 1,194.00	\$ 1,453.00	\$ 1,604.00	110%
	\$ 900.00	\$ 1,097.00	\$ 1,302.00	\$ 1,585.00	\$ 1,750.00	120%
	\$ 552.00	\$ 628.00	\$ 826.00	\$ 1,084.00	\$ 1,140.00	FMR
Kalkaska	\$ 607.00	\$ 691.00	\$ 909.00	\$ 1,192.00	\$ 1,254.00	110%
	\$ 662.00	\$ 754.00	\$ 991.00	\$ 1,301.00	\$ 1,368.00	120%
	\$ 731.00	\$ 822.00	\$ 1,057.00	\$ 1,336.00	\$ 1,800.00	FMR
Leelanau	\$ 804.00	\$ 904.00	\$ 1,163.00	\$ 1,470.00	\$ 1,980.00	110%
	\$ 877.00	\$ 986.00	\$ 1,268.00	\$ 1,603.00	\$ 2,160.00	120%
	\$ 589.00	\$ 663.00	\$ 852.00	\$ 1,101.00	\$ 1,290.00	FMR
Wexford	\$ 648.00	\$ 729.00	\$ 937.00	\$ 1,211.00	\$ 1,419.00	110%
	\$ 707.00	\$ 796.00	\$ 1,022.00	\$ 1,321.00	\$ 1,548.00	120%

Proposed: September 23, 2022

\*Effective November 30, 2022.

\* **NOTE** : TCHC may apply to HUD for a 120% Payment Exception.

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Establishing Flat Rent Schedules in Leelanau Counties

**MESSAGE:**

The U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community where we maintain our Public Housing Program – now just in Leelanau County. Once adopted through resolution, local Public Housing Authorities must also establish a Flat Rent Schedule for all of its units at a level that is no more than 80 percent of the established FMR [See Attached Schedule].

There are many reasons for HUD maintaining this tool, not the least of which is that this tool encourages our residents to continue to increase their incomes when possible but not to “earn their way out” of any unit.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION FOR THE ADOPTION OF PUBLIC HOUSING FLAT RENT SCHEDULE**

September 23, 2022

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to adopt a Flat Rent Schedule for the Public Housing Program; and

WHEREAS, the HUD Fiscal Year (FY) 2023 Fair Market Rents are now published and adopted for our region including the two counties where TCHC maintains its Public Housing Program, Grand Traverse County and Leelanau County; and

WHEREAS, HUD requires each PHA to establish a Flat Rent Schedule at a dollar level equal to 80% of the adopted Fair Market Rent in order to provide incentives for residents to increase their incomes and to deconcentrate poverty in communities; and

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

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

*The Flat Rent Schedule required by HUD is adopted for the Public Housing Program in Leelanau County beginning November 30, 2022.*

## TCHC FY 2023 Flat Rent Schedule for Public Housing Programs\*

Michigan County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Apartment Community
Leelanau	NA	NA	\$ 846.00	\$ 1,069.00	\$ 1,440.00	Orchardview Townhomes

*Proposed: September 23, 2021*

*\*Effective November 30, 2022*


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC – ERHC Management Services Agreement

**MESSAGE:**

Attached you will find a draft Management Services Agreement that continues the contractual arrangement between the Elk Rapids Housing Commission (ERHC) and TCHC. After four plus years of experience, I am pleased to recommend to you that we extent the agreement for another two years – ERHC has reported that the previous agreements were successful and it has already adopted a companion resolution. The Executive Committee has discussed this extension and recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO PROVIDE MANAGEMENT SERVICES TO  
THE ELK RAPIDS HOUSING COMMISSION**

September 23, 2022

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the Elk Rapids Housing Commission (ERHC) is in need of management services; and

WHEREAS, both ERHC and TCHC believe that the previous agreement was largely successful thereby paving the way for this longer-term arrangement; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to implement this Management Services Agreement with ERHC.

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

*The Traverse City Housing Commission will provide Management Services to the Elk Rapids Housing Commission for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the executed Management Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.*

## **DRAFT TCHC MANAGEMENT SERVICES AGREEMENT**

This Agreement is made between the ELK RAPIDS HOUSING COMMISSION ("ERHC"), a Michigan Public Housing Authority, whose address is 701 Chippewa Street, Elk Rapids, Michigan, 49629 and the TRAVERSE CITY HOUSING COMMISSION ("TCHC"), a Michigan Public Housing Authority, whose address is 150 Pine Street, Traverse City, Michigan, 49684.

The parties hereto agree to the following:

1. **TERM OF AGREEMENT.** This Agreement shall be effective as of **October 1, 2022** and shall continue for a period of **TWENTY FOUR (24)** months, or until **September 30, 2024**. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders services for ERHC.
2. **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a sixty (60) day written notice of termination to the other party.
3. **SERVICES TO BE PERFORMED.** TCHC agrees to perform all administrative and or secretarial services necessary for the operation of ERHC's public housing facility located at 701 Chippewa Street, Elk Rapids, Michigan, 49629. TCHC's performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are those akin to the duties and responsibilities of an Executive Director for a public housing facility. The estimate of service hours per month shall be as follows:
  - A. Executive Director, Tony Lentych = 8-12 hours per month at approx. **\$52 per hour**
  - B. Property Manager, Kim Fehrenbach = 44-48 hours per month at approx. **\$34 per hour**
  - C. Program Manager, Alisa Korn = 2-4 hours per month at approx. **\$34 per hour**
4. **PAYMENT.** In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of **\$54,000.00** for duration of this agreement. Said amount shall be payable with installments of **\$2,250.00** per month. Prior to the next renewal date, TCHC shall determine its costs of providing the services and, at TCHC's request, the parties shall negotiate an increase in the management fee. Also prior to the next renewal date, ERHC shall analyze its expenses in receiving the services and, at ERHC's request, the parties shall negotiate a decrease in the management fee. TCHC shall be solely

responsible for any travel expenses related to rendering of the services under this Agreement.

5. **EXPENSES.** ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. These expenses shall include, but not be limited to, office supplies, computer systems, copier, software, and postage. ERHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facility.
6. **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC.

In its capacity as an independent contractor, TCHC agrees to and represents the following:

- A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
  - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
  - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
  - D. TCHC has the right to use its employees to provide the services required by this Agreement.
  - E. The service required by this Agreement shall be performed by TCHC, or its employees or personnel.
  - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance or the services required by this Agreement.
  - G. TCHC does not receive the majority of its annual compensation from ERHC.
7. **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
  8. **LIMITATIONS.** All responsibilities for operation of the Elk Rapids Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC.

**9. MISCELLANEOUS.**

- A. This is the entire Agreement between TCHC and ERHC.
- B. A separate Maintenance Agreement may be negotiated prior to October 31, 2018. Until then, maintenance work will continue as it has been regularly conducted.
- C. This Agreement may be modified only by a writing signed by both parties.
- D. This Agreement will be governed by the laws of the State of Michigan.
- E. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or certified mail to the addresses specified above or such other address as one party may give the other from time to time.
- F. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- G. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

**With the signatures below, the Traverse City Housing Commission and the Elk Rapids Housing Commission verify that permissions to enter into this contract have been reviewed by each respective Housing Commission and adopted by way of Resolution.**

**Traverse City Housing Commission**

By: \_\_\_\_\_  
**Tony Lentych** **Date** \_\_\_\_\_

Its: **Executive Director**

**Elk Rapids Housing Commission**

By: \_\_\_\_\_  
**Judy Standerfer** **Date** \_\_\_\_\_

Its: **Vice President**




# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC – ERHC Maintenance Services Agreement for Noble Pines Apartments

**MESSAGE:**

Attached you will find the final “draft” of Maintenance Services Agreement. Our recent experience providing maintenance services has been successful and it is recommended that we extend the contract. The Elk Rapids Housing Commission has already adopted a similar resolution at their meeting earlier this week.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO PROVIDE MAINTENANCE SERVICES TO  
THE ELK RAPIDS HOUSING COMMISSION**

September 23, 2022

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the Elk Rapids Housing Commission (ERHC) is in need of maintenance services in order to continue its successful management of Noble Pines Apartments; and

WHEREAS, both ERHC and the Traverse City Housing Commission (TCHC) believe that the current management agreement has met the needs of both parties and that the integration of maintenance services will also be mutually beneficial; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to implement this Maintenance Services Agreement with ERHC.

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

*The Traverse City Housing Commission will provide Maintenance Services to the Elk Rapids Housing Commission for a period of twenty-four (24) months beginning October 1, 2022 per the terms of the proposed Maintenance Services Agreement and upon final legal review and/or appropriate comment from Detroit Field Office.*

## **DRAFT - TCHC MAINTENANCE SERVICES AGREEMENT**

This Agreement is made between the ELK RAPIDS HOUSING COMMISSION (“ERHC”), a Michigan Public Housing Authority, whose address is 701 Chippewa Street, Elk Rapids, Michigan, 49629 and the TRAVERSE CITY HOUSING COMMISSION (“TCHC”), a Michigan Public Housing Authority, whose address is 150 Pine Street, Traverse City, Michigan, 49684.

The parties hereto agree to the following:

1. **TERM OF AGREEMENT.** This Agreement shall be effective as of **October 1, 2022** and shall continue for a period of **TWENTY FOUR (24) months**. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders maintenance services for ERHC.
2. **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a sixty (60) day written notice of termination to the other party.
3. **SERVICES TO BE PERFORMED.** TCHC agrees to perform all maintenance services (excluding snow removal and lawn maintenance) necessary for the operation of ERHC’s public housing facilities located at 701 Chippewa Street, Elk Rapids, Michigan. TCHC’s performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are those akin to the duties and responsibilities of maintenance personnel for a public housing facility. TCHC shall, at its discretion, determine the amount of personnel necessary for rendering of these services.
4. **PAYMENT.** In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of **\$55,200.00**. Said amount shall be payable with installments of **\$2,300.00** per month. Prior to each annual anniversary date, TCHC shall determine its costs of providing the services and, at TCHC’s request, the parties shall negotiate an increase in the annual flat fee. Also prior to each annual anniversary date, ERHC shall analyze its expenses in receiving the services and, at ERHC’s request, the parties shall negotiate a decrease in the annual fee. TCHC shall be solely responsible for any travel expenses related to rendering the services under this Agreement.
5. **EXPENSES.** ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. ERHC shall also be responsible for any and all expenses related to the operation and maintenance of its public housing facilities.

6. **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC. In its capacity as an independent contractor, TCHC agrees to and represents the following:
- A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
  - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
  - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
  - D. TCHC has the right to use its employees to provide the services required by this Agreement.
  - E. The services required by this Agreement shall be performed by TCHC, or its employees or personnel.
  - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance of the services required by this Agreement.
  - G. TCHC does not receive the majority of its annual compensation from ERHC.
7. **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
8. **LIMITATIONS.** All responsibilities for operation of the ERHC Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC. There shall be no transfer of the responsibilities or liabilities of ERHC to TCHC.
9. **MISCELLANEOUS.**
- A. This is the entire Agreement between TCHC and ERHC.
  - B. This Agreement may be modified only by a writing signed by both parties.
  - C. This Agreement will be governed by the laws of the State of Michigan.
  - D. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or certified mail to the addresses specified above or such other address as one party may give the other from time to time.

- E. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- F. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

**With the signatures below, the Traverse City Housing Commission and the Elk Rapids Housing Commission verify that permissions to enter into this contract have been reviewed by each respective Housing Commission and adopted by way of Resolution.**

**Traverse City Housing Commission**

By: \_\_\_\_\_  
**Tony Lentych**

\_\_\_\_\_  
**Date**

Its: **Executive Director**

**Elk Rapids Housing Commission**

By: \_\_\_\_\_  
**Judy Standerfer**

\_\_\_\_\_  
**Date**

Its: **Vice President**


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Resolution on Utility Allowance Extension for HCV Program

**MESSAGE:**

Last year we adopted a schedule of utility allowances for our entire Housing Choice Voucher (HCV) Program footprint. The current schedule has expired but the new schedule, which we anticipate will produce increases of over 10%, is not ready for publication for several more weeks. While this new schedule is being researched, an extension of the current schedule should be in place and signals that we are awaiting the new data.

The Executive & Finance Committee discussed this issue at its last meeting and recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO EXTEND THE UTILITY ALLOWANCE SCHEDULE**

September 23, 2022

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) requires all local housing authorities including the Traverse City Housing Commission (TCHC) to review utility costs for the Housing Choice Voucher program; and

WHEREAS, TCHC contracted with Nelrod Company to research utility costs in communities that we serve and to publish a utility allowance schedule but that current schedule has expired prior to the new utility data being made available; and

WHEREAS, TCHC is required to extend the previous utility allowance schedule while the Nelrod Company finishes the research on the next Fiscal Year Schedule; and

WHEREAS, TCHC concurs in the recommendation of the Executive Director and HCV Program staff.

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

*The Traverse City Housing Commission extends the Fiscal Year 2021 Utility Allowance Schedule adopted in March of 2021 for the Housing Choice Voucher Program until December 31, 2022 or when the new Schedule is available for adoption.*


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

---

## MEMORANDUM

---

**DATE:** September 23, 2022  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC Pet Policy Update

**MESSAGE:**

Attached you will find the final draft version of our Pet Policy. We have twice convened the Governance Committee to review and discuss this policy. Significant changes are highlighted and have been favorably received. I believe that all concerns of our residents have been addressed in some manner. Additionally, we have decided to exempt cats that do only live inside an apartment from some annual certifications.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT THE AMENDED TCHC PET POLICY**

September 23, 2022

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

WHEREAS, the Pet Policy was last reviewed in 2016 and was in need of a review and update and was twice brought before the Governance Committee for significant resident input; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the Pet Policy; and

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

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

*The Pet Policy is hereby adopted as presented by the Traverse City Housing Commission effective October 1, 2022 and with the appropriate approvals from our legal counsel.*

# Traverse City Housing Commission

## Pet Policies & Procedures

- A. **Purpose.** The Traverse City Housing Commission (TCHC) allows for common and appropriate pet ownership in its developments with the written pre-approval of the Housing Commission. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Traverse City Housing Commission harmless from any claims caused by an action or inaction of the pet. Pets are entirely the responsibility of its resident owner and are not the responsibility of TCHC or any other resident.
- B. **Definitions.** TCHC distinguishes between types of Assistance Animals and pets with these definitions:
1. **Service Animals:** A service animal is any animal individually trained and certified **by staff** to do work or perform tasks for the benefit of a resident with a disability.
  2. **Companion Animals:** A companion animal, or a therapy animal, is an animal selected to play an integral part of a resident's treatment process – the animal does not have to be trained to provide comfort or do any tasks. A Section 504 Accommodation Request form completed by a counselor or physician is required prior to the registration of a companion animal **[this form is available from the TCHC Office]**.
  3. **Common & Appropriate Household Pets:** All non-assistance animals covered by this policy.
- C. **Policy.** The following are the policies that guide and govern the allowances for pets:
1. **ALL Pets and Animals MUST be either Registered and/or Approved!** Residents must have prior approval of the Housing Commission before moving any type of pet or animal into their unit. Approval may be denied when resident fails to comply with this requirement. The Resident must provide to the TCHC a photograph, preferably in color, of the pet so it can be identified if it is running loose. TCHC approval must be granted before any pet can be brought onto the property.
    - a. **Exclusions.** Parts of this policy **MAY** not apply to animals that are used to assist persons with disabilities. Assistance Animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner (including cleaning up after the pet), and to refrain from disturbing their neighbors. Owners of assistance animals **must provide all required "registering" documentation (found on page 5) and** must maintain their units and associated facilities in a decent, safe and sanitary manner (including cleaning up after their pet), and to refrain from disturbing their neighbors.
  2. **TCHC allows only certain types of pets and can limit the number of pets you own.** The Traverse City Housing Commission will allow only common and appropriate household pets. This means only domesticated animals such as a dog, cat, bird(s), or fish in aquariums (not to exceed 20 gallons), hamster/gerbil (in a cage). Exotic pets are such as snakes, etc., are prohibited. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

- a. Only one (1) pet/animal or fish aquarium per unit allowed. This means only one cat, one dog, one fish aquarium up to 20 gallons in size (the number of fish is not important), up to two (2) birds in a cage, one hamster/gerbil per unit. More than one pet/animal in a unit is prohibited.
  - b. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs or fish such as piranhas will not be allowed.
  - c. No animal may exceed 25 pounds in weight at full adult size.
  - d. Residents may not own a pet without fully complying with this Policy. Adopting a pet presents the opportunity for companionship, affection, work, and expense.
3. **All pets must under the care of a veterinarian.** In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws and must be licensed. A certification signed by a licensed veterinarian shall be annually filed, at time of recertification, with the Traverse City Housing Commission to attest to the inoculations.
  - a. **Cats that are not allowed outside [living only inside an apartment] are exempt from the annual certification requirement.**
  - b. All dogs and cats must be spayed or neutered before they are six months old. A licensed veterinarian must verify this fact.
4. **All pet owners are financially responsible for their pets.** Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Traverse City Housing Commission reserves the right to exterminate and charge the resident.
  - a. The following fees also apply to all pets:
    - **ORCHARDVIEW ONLY:** A monthly pet fee of \$5.00 will be charged to Residents who have a pet in their household. Damage to the premises shall be the fiscal responsibility of the resident over and above the non-refundable pet rent fee.
    - **RIVERVIEW ONLY:** A pet deposit of \$100.00 will be charged Residents who have a pet in their household. (Payment plan available).
  - b. The following fees apply to all dogs:
    - **WASTE MANAGEMENT REGISTRATION:** A one-time fee of \$20.00 will be charged to register your dog's DNA with a dog waste management vendor.
    - A fine of \$350 will be assessed against residents who fail to remove dog waste in accordance with this policy and have a positive identification through DNA from the dog waste management vendor.
5. **Pets SHALL NOT be a nuisance or threat to health or safety.** The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.



- a. Repeated substantiated complaints by neighbors or Housing Commission personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.
  - b. Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.
- D. **Procedure & Rules.** The following are the procedures that apply to all pets that help to maintain TCHC properties:
  - 1. **Pets must be kept in designated areas.** Pets must be kept in the owner's apartment or on a leash and under the **full** control of the ~~resident~~ **owner** or other responsible person at all times when outside the unit. No outdoor cages may be constructed and pets may not be tied up outside the unit. Pets will be allowed only in designated areas on the grounds of the property if the Traverse City Housing Commission designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.
    - a. With the exception of assistive animals, no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms and offices. Pets will be allowed in the lobby and hallways only for the purpose of ingress and egress. Pet owners may stop to briefly visit with their neighbors while in the lobby or television room area but shall not be allowed to sit for any length of time in these areas with the pet. Pets shall not be in the common areas of the building at any other times.
    - b. To accommodate residents who have medically certified allergy or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our buildings. This shall be implemented based on demand for this service.
  - 2. **Visiting pets are NOT ALLOWED!** No guest will be allowed to bring pets onto the premises.
    - a. At no time may a resident "pet sit" for non-resident's pet(s).
    - b. No animals allowed to be kept in parked cars on TCHC property.
  - 3. **Pets may not be left unattended in a dwelling unit for over 9 hours.** If the pet is left unattended, is in distress, and no arrangements have been made for its care, the Housing Commission may contact the emergency pet caregiver but also has the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.
  - 4. **Other Miscellaneous Rules:**
    - a. Pet bedding shall not be washed in any common laundry facilities.
    - b. Residents must take appropriate actions to protect their pets from fleas and ticks.
    - c. Pets cannot be kept, bred or used for any commercial purpose.
    - d. Dog owners shall be required to attend mandatory "training" courses when the courses are provided on-site. The purpose of these courses will be to assist the pet owner with

proper communal living skills between pets and neighbors. All dog owners will be notified individually when the classes are scheduled.

- e. Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter must be secured inside a double bag and then shall be disposed of by placing securely tied bag into the waste receptacle chute on the third floor [this is subject to change with notice by Maintenance].
- f. A pet owner shall physically control or confine his/her pet during the times when Housing Commission employees, agents of the Housing Commission or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
- g. During the certain times of the year, the TCHC contracts to have the lawns fertilized. The materials used to fertilize can cause sickness to pets and to humans. The TCHC alerts all residents when fertilizing will take place and indicates that pets and humans should not be on the grass until the application has dried. As the owner of a pet, you agree to hold the TCHC harmless and take full responsibility for your pet and your actions should you allow your pet on the grass after fertilizing and the pet becomes ill.

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

- 1. If any pet or animal causes any harm to any person or other animal, the pet's owner shall be required to permanently remove the pet or animal from the Housing Commission's property within 24 hours of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease.
- 2. The Traverse City Housing Commission, or an appropriate community authority, shall require the removal of any pet from a site if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.
- 3. In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Traverse City Housing Commission has permission to call the emergency caregiver designated by the resident or the local Animal Control Department to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner or their estate.

F. **Acknowledgement & Agreement.** Each and every pet owner shall be required to read and sign this policy prior to the admittance of any pet.

G. **Reasonable Accommodations.** Under the Fair Housing Act, a reasonable accommodation (RA) is a change or exception to any rule, policy, procedure, or service needed in order for a person with a disability to be able to have access to and full enjoyment of their home. Reasonable Accommodation Request Forms are available from the TCHC Office and must be completed by a qualified medical provider.

**Adopted:** July 1, 2010

**Revised:** August 21, 2012

**Revised:** October 28, 2016

**Revised:** June 25, 2021

**Proposed:** September 23, 2022

# Traverse City Housing Commission

## Authorization for Pet Ownership Form

Pet Owner's Name: \_\_\_\_\_

Pet Owner's Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Type or Breed: \_\_\_\_\_

Sprayed or Neutered? ☐ Yes ☐ No

License or ID Number: \_\_\_\_\_

Veterinarian Utilized: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Caregiver for the Pet: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit the following items with this form:**

- ☐ Picture of the Pet (3" x 5" minimum)
- ☐ Rabies Certification
- ☐ Copy of License
- ☐ Neutered or Spayed Certification

## Traverse City Housing Commission

### Pet Policy Acknowledgment & Agreement Form\*

I, NAME OF RESIDENT, hereby acknowledge that I have received and reviewed the TCHC Pet Policy document. I understand that I am, and all members of my household are, responsible for complying with ALL Pet Policy Rules & Procedures. I understand that violation of any part of this policy may result in consequences up to and including the immediate removal of the pet and/or the termination of my lease.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of TCHC Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**\*THIS IS A SAMPLE FORM. YOU WILL SIGN THIS DOCUMENT IN PERSON WHEN YOU FINALIZE YOUR PET'S FILE.**

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


---

## MEMORANDUM

---

**DATE:** September 23, 2022

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

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Potential MOU with Northwest Michigan Coalition to End Homelessness

**MESSAGE:**

Today we want to have a conversation about the possibility of executing a Memorandum of Understanding (MOU) with the Northwest Michigan Coalition to End Homelessness (NWCEH) prior to the end of the month. As NWCEH applies to HUD for funding and executed MOU with the local PHA could unlock more resources. For TCHC, we could see more services delivered to our residents and program participants.

Many PHA across the State of executed similar MOUs but we have not done so. There are some questions about what we have to do to make this MOU a reality. For example, one part of a potential MOU would be to allow homeless persons to apply to be on our HCV wait list at any time. Currently, we open the list every three or so years. Other PHAs do this but I am not sure that we can just start doing this, we may need to change our Admin Plan and provide notice to the public. There are other issues like this but I know each issue can be addressed and are by no means unprecedented in the PHA world. It just may take some time and effort.

The Executive Committee discussed this in detail at their last meeting and invited Ashley Halladay-Schmandt, the coalition's director, to speak to us about their work and how we can help. The Committee's basic summary was this: if we can help a partner agency access more funding, we should take that very seriously.

If we want to make this a reality, you can instruct me to work on the MOU with NWCEH to create a final draft. Then, we will simply need to call a special meeting next week to review a draft of the MOU for approval.

It should be noted that HUD has encouraged this kind of collaboration whenever possible.

**ATTACHMENT:** Public Comment Handout



Northwest Michigan Coalition to End Homelessness for the  
Traverse City Housing Commission Board Meeting  
Ashley Halladay-Schmandt, Director, NWCEH  
9/23/22

### What is the NW Michigan Coalition to End Homelessness?

- a. The NWCEH or Coalition is a group of agencies and individuals all working together to ensure homelessness becomes rare, brief, and one-time across our region. The Coalition provides the backbone staffing for the work. Agencies doing the on the ground work to end homelessness in the community receive federal funding that is coordinated through the Coalition and awarded through the U.S Department of Housing and Urban Development (HUD). These agencies are Goodwill Northern Michigan, Northwest Michigan Supportive Housing (NMSH), and the Northwest Michigan Community Action Agency (NMCAA).

Main Responsibilities of the NWCEH
<ul style="list-style-type: none"><li>• Complete the Annual Application for HUD Funding and Administer the local competition for the HUD funding.</li><li>• Coordinate the funding required to operate the homeless response system</li><li>• Coordinate the implementation of a homeless response system that meets the needs of people experiencing homelessness throughout the region.</li><li>• Establish performance targets, monitor performance of agencies and projects doing the work, evaluate outcomes and work to continuously improve the homeless response system.</li><li>• Establish written standards and policies and procedures for providing homeless assistance in the region.</li></ul>

- b. Here's a look at the funding we get now: (this funding is renewable annually, however, we still must apply for it every year, and HUD can reduce our funding if we are not meeting specific performance standards)

Annual HUD Funding (2022-2023)	
Funding Type	Amount
Permanent Supportive Housing (NMSH)	\$526,580
Rapid Rehousing (NMCAA)	\$529,133
Call Center (NMCAA)	\$98,318
Street Outreach (Goodwill)	\$191,232
Data Analytics (NWCEH)	\$22,909
<b>TOTAL Annual</b>	<b>\$1,368,172</b>
<b>Total Annual WITH Additional Funding Opportunity</b>	<b>\$2,073,531</b>

Additional HUD Funding Opportunity (2023-)	
Funding Type	Amount
Permanent Supportive Housing	\$705,359



Our annual HUD funding could **increase by \$705,359** through a special funding opportunity we are applying for this year. If awarded, our annual funding for Permanent Supportive Housing would more than double. This would allow the Coalition to provide additional housing subsidy and more support services for people experiencing homelessness once they become housed.



2. Our ask of the Traverse City Housing Commission:
  - a. HUD is asking CoCs to do the following to receive full funding for the annual competition and be highly competitive for the special funding (\$705,000):
    - i. Enter into a relationship with your local Housing Commission to administer a homeless preference on housing vouchers.
    - ii. Enter into a relationship with your local Housing Commission to administer a homeless preference on dedicated housing units.
  - b. To increase our chances to receive our entire annual award as well as the additional \$705,359, we are asking the TCHC to enter a relationship with the NWCEH to do the following:
    - i. **Place a homeless preference on Traverse City Housing Commission Housing Vouchers so that people experiencing homelessness have prioritized access to housing vouchers when they become available.**
    - ii. **Set aside either a percentage or a dedicated number of units at Riverview Terrace for people experiencing homelessness.**

The NWCEH will receive additional points on the application that determines award amounts if we are able to execute the formal agreements listed above.

3. The responsibility of the NW Michigan Coalition to End Homelessness in this partnership:
  - a. The NWCEH is committed to providing Housing Based Case Management services to anyone housed on a TCHC housing voucher or who is residing in a Riverview Terrace unit who was formerly experiencing homelessness.
    - i. Housing Based Case Management services are provided to program participants IN housing once they have exited homelessness and have obtained housing. Case management staff meet with program participants in their homes on at least a weekly basis to help them with the following:

Housing Based Case Management Services
<ul style="list-style-type: none"> <li>• Help improve life-skills needed to maintain housing (cooking, cleaning, budgeting etc.)</li> <li>• Help getting access to benefits that can help people maintain housing (Food Stamps, Cash Assistance, Health Insurance etc.)</li> <li>• Help connecting with and maintaining relationships with health care/mental health care providers.</li> <li>• Establishing a crisis plan that determines who to call in the event of an emergency, and also in the event of a crisis that could affect their ability to stay housed.</li> <li>• Establishing a guest policy that identifies people who are allowed inside the client's unit, and people who are not. A guest policy also helps identify times and days that guest are allowed, and offers suggestions on how to maintain boundaries with people they allow into their home.</li> <li>• Help facilitate landlord/tenant issues</li> </ul>



Traverse City  
Housing Commission  
*a Public Housing Authority*

## **CORRESPONDENCE**

September 16, 2022 TC Ticker Article on BATA – TCHC Project

# BATA/Housing Commission Get Green Light To Start LaFranier Construction; More Housing Updates

By Beth Milligan | September 16, 2022

BATA and the Traverse City Housing Commission (TCHC) are both set to break ground on their individual components of a sprawling transit and housing complex next year on LaFranier Road after Garfield Township trustees agreed unanimously Tuesday that the project had cleared a required funding milestone and could proceed. The development is one of several affordable housing projects making progress across the Grand Traverse region.

BATA and TCHC closed on 50-plus acres of property near the intersection of LaFranier and Hammond roads in August. BATA is planning to build a new 87,000-square-foot headquarters – including administrative offices, a bus storage garage, and maintenance and dispatch facilities – plus a new bus transfer station. TCHC plans to build over 200 income-based rental apartments in a workforce housing complex called The Flats at Carriage Commons (pictured, rendering).

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. They attached conditions to their project approval earlier this year stipulating that TCHC must have either a Michigan State Housing Development Authority (MSHDA) award or an “equivalent grant award” for workforce housing before BATA could begin construction on its side of the project. The conditions also state TCHC must start housing construction before BATA can request a certificate of occupancy.

BATA and TCHC appeared before Garfield Township trustees Tuesday to demonstrate the funding requirement was met and request approval to proceed. TCHC received a \$6 million allocation in the state’s recently approved budget for The Flats at Carriage Commons, which TCHC Executive Director Tony Lentych said was enough to build at least one of five total apartment buildings planned. That could possibly become two apartment buildings built in phase one – creating nearly 120 units – if TCHC can successfully leverage the state funding to secure another MSHDA award this fall. Either way, Lentych said the \$6 million was enough to move forward with construction, with Senator Wayne Schmidt appearing at the meeting to reassure township trustees the funding was guaranteed and could only be used for The Flats at Carriage Commons – no other TCHC projects.

Township trustees voted unanimously to deem TCHC’s funding sufficient to fulfill that requirement, allowing BATA to move forward with construction. Lentych said the approval was critical for BATA to be able to start lining up contractors and materials for next year, given labor shortages and supply chain issues. “If they don’t award subcontracting contracts and orders (soon), they won’t be able to build next year at all,” Lentych said. With township approval, both entities are now on track to break ground in 2023. Both parties will still have to follow the

condition stipulating that BATA can't request a certificate of occupancy until TCHC has started housing construction.

More affordable housing could soon be coming next door to the BATA-TCHC project. Township trustees Tuesday also approved a request to rezone nearly 24 acres of land – originally part of a larger parent parcel that included the BATA/TCHC site before the properties were divided – from agricultural to multi-family residential. Outlook Development, the rezoning applicant, wrote that the request “will allow new opportunities for development of greatly needed new workforce housing.” The size of the property could allow “80 new affordable housing units” to be built, according to the company. Township Planning Director John Sych said he anticipated that an application for a special use permit for the project could soon be forthcoming.

Meanwhile, other affordable housing projects are progressing around town. TCHC was recently awarded \$993,861 by the state for Parkview Apartments, a 46-unit senior housing project planned for 1223 East Eighth Street. Lentych says TCHC is now working with MSHDA to finalize financing and the project design with the goal of breaking ground by summer 2023. With an anticipated 12-month construction timeline, that would put Parkview on track for a summer 2024 opening. “Senior” housing is defined in this case as occupants ages 55 and older. “They’re all going to be lower income,” Lentych says of the rental units.

TCHC is also midway through a major renovation project at Riverview Terrace, including updating the building's systems, parking, elevators, apartment interiors, common areas, windows, and exteriors, among other changes. All 115 building units will be updated, while 10 units are being completely gutted to modernize their accessibility amenities, turning them into brand-new ADA-accessible apartments, according to Lentych. Tenants – who are income-restricted and primarily elderly or individuals with disabilities – will not be displaced during construction, so the 10 occupants of the gutted units are staying in other apartments in the building while renovations are underway. Those 10 units are expected to be complete by the end of the year, with Riverview expected to return to full occupancy of 115 tenants by January. The entire building is on track to be finished by next summer.

TCHC is also preparing to submit a proposal to Traverse City Area Public Schools (TCAPS) as part of the school district's request-for-proposals (RFP) for the TCAPS administration building on Webster Street. TCAPS is accepting offers through October 26 for both the administration building and Bertha Vos Elementary School, with school board trustees expressing interest in seeing whether the sites can be sold and put to better community use (trustees have not committed to selling either building if the right proposal doesn't materialize). Lentych acknowledges the administration building is a “tough building” to redevelop, with TCHC currently debating proposal options that could include rehabbing the building or demolishing it, he says.

Finally, construction is progressing on Ruth Park Apartments, a new four-story apartment complex at 520 Wellington Street across from Safe Harbor. The \$14.3 million property will provide 58 units with 1, 2, and 3-bedroom apartments for singles, families, and seniors who earn 30 to 80 percent of the area median income (AMI). TCHC has allocated nine housing

vouchers for the complex, which helped developer Woda Cooper Companies score funding from MSHDA to get it built. The project, which broke ground last September, is expected to be finished by the end of this year. Woda has committed that Ruth Park rental costs will remain at an affordable rate determined by MSHDA for at least 45 years.