



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

# **COMMISSION MEETING MATERIAL**

**FOR THE SPECIAL MEETING**

Wednesday, September 28, 2022 at 3:00 P.M.

**LOCATION:**

**THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE**  
150 Pine Street, Traverse City, Michigan, 49684



## 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 SPECIAL MEETING  
ON WEDNESDAY, SEPTEMBER 28, 2022 AT 3:00 P.M.**

**THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS**

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

**POSTED: SEPTEMBER 23, 2022**

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

### **AGENDA**

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III NEW BUSINESS**
  - A. MOU with Northwest Michigan Coalition to End Homelessness: Action Requested
- IV PUBLIC COMMENT**
- V COMMISSIONER COMMENT**
- VI ADJOURNMENT**

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

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** September 28, 2022

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

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Resolution to adopt a MOU between TCHC and NWCEH

**MESSAGE:**

As a result from the discussion at the September 23, 2022 regular meeting of TCHC, today's Special Meeting was called by Commissioners Lockwood and Workman for purposes of potentially adopting this resolution approving a Memorandum of Understanding (MOU) with the Northwest Michigan Coalition to End Homelessness (NWCEH). By engaging in this manner, NWCEH should be able to leverage significantly more funding from the Federal and State resources to serve our common "customers".

TCHC staff, as directed during the September 23, 2022 regular meeting, has worked with Ashley Halladay-Schmandt, NWCEH's director, to finalize the language contained within this resolution and both sides are fine with the document.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT MEMORADUM OF UNDERSTANDING  
WITH THE NORTHWEST MICHIGAN COALTION TO END HOMELESSNESS**

September 28, 2022

WHEREAS, the Traverse City Housing Commission (TCHC) and the Northwest Michigan Coalition to End Homelessness (NWCEH) with their common mission of serving some of the most vulnerable populations in the Traverse City area are interested in exploring opportunities to jointly serve residents in affordable housing properties in and around the Grand Traverse Region; and

WHEREAS, TCHC wishes to provide critical supportive housing services to residents of its properties and to participants in its Housing Choice Voucher (HCV) Program; and

WHEREAS, NWCEH, which serves this region as its Continuum of Care, wishes to attract and utilize resources, originating from Federal, State, and local funders, to provide these critical supportive housing services; and

WHEREAS, TCHC and NWCEH wish to enter into a collaborative relationship via Memorandum of Understanding (MOU) to serve targeted populations of residents or program participants that have either experienced homelessness or at severe risk of experiencing homelessness; and

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

*The Traverse City Housing Commission authorizes its Executive Director, on its behalf, to finalize and execute a Memorandum of Understanding with the Northwest Michigan Coalition to End Homelessness in order to provide critical home-based support services to residents of its properties and participants in its HCV Program.*

**ATTACHMENT:** Draft Memorandum of Understanding

# TRAVERSE CITY HOUSING COMMISSION NORTHWEST MICHIGAN COALITION TO END HOMELESSNESS

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## **DRAFT** MEMORANDUM OF UNDERSTANDING

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Effective Date: September 28, 2022

WHEREAS, the Traverse City Housing Commission (TCHC) and the Northwest Michigan Coalition to End Homelessness (NWCEH) with their common mission of serving some of the most vulnerable populations in the Traverse City area are interested in exploring opportunities to jointly serve residents in affordable housing properties in and around the Grand Traverse Region; and

WHEREAS, TCHC wishes to provide critical supportive housing services to residents of its properties and to participants in its Housing Choice Voucher (HCV) Program; and

WHEREAS, NWCEH, which serves this region as its Continuum of Care, wishes to attract and utilize resources, originating from Federal, State, and local funders, to provide these critical supportive housing services; and

WHEREAS, TCHC and NWCEH wish to enter into a collaborative relationship via Memorandum of Understanding (MOU) to serve targeted populations of residents or program participants that have experienced homelessness or at severe risk of experiencing homelessness; and

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

**NWCEH will** work collaboratively with TCHC and its staff to provide long-term, home-based support to residents and participants of TCHC properties and properties.

This includes:

- NWCEH will work to secure funding for all necessary support services and will report to the TCHC Executive Director on a regular basis to TCHC on the status of all funding.
- NWCEH Housing-Based Case Managers will assist clients with the intake process and will help them obtain all necessary documentation required for the application process by TCHC for Housing Choice Vouchers as well as Riverview Terrace.
- NWCEH will recertify all HCV applicants as “homeless” when the applicants are pulled from the Wait List or when continued interest letters are issued.
- NWCEH will ensure that In-Home Housing Based Case Management Services and Supports are offered to any client receiving a TCHC issued voucher who is also experiencing homelessness at the time of voucher issuance.
- NWCEH will secure funding for security deposits for both Riverview Terrace applicants and HCV participants.

- NWCEH will provide assistance to residents and program participants in all appeals and grievances.
- NWCEH will ensure that In-Home Housing Based Case Management Services and Supports are offered and provided to clients residing in Riverview Terrace who has experienced homelessness and requires these services in order to avoid eviction.
- NWCEH Housing Based Case Management staff will always be present during the intake process with the client and the TCHC property manager.
- NWCEH Housing Based Case Management staff will meet with clients in their homes at least once per week during the initial months following move in. In home visits can increase or decrease depending on severity of need of the client.
- If a Riverview Terrace tenant will not be receiving a lease renewal, NWCEH staff and the tenant will both receive a 30-day notice of nonrenewal to vacate and will move out of the unit at the end of the existing lease term.
- NWCEH staff will assist with ALL recertification examinations and will ensure timely submission of all materials.
- NWCEH will be responsible for assisting residents who are evicted, or are facing the eviction process, with moving out in a timely basis.

**TCHC will** work collaboratively with NWCEH and its partners on behalf of its residents and program participants to address any and all behavior problems of targeted individuals in order achieve successful tenancy and avoid evictions.

This includes:

- TCHC will include a homeless preference in the Housing Choice Voucher (HCV) Program. This will result in the HCV Wait List being open at all times for people experiencing homelessness which must be documented by NWCEH prior to any applicant being added to the HCV Wait List.
- If possible, TCHC will include a “homeless preference” for up to 20% of units at Riverview Terrace Apartments, located at 150 Pine Street in Traverse City, Michigan. The final number of units will be based upon the funding for support services but will not exceed 23 units. TCHC is committed to providing the maximum number of units that will have fully-funded support services.
- TCHC, or its property management agent, will communicate with NWCEH on vacancies and to determine which applicants are next on the prioritization list – assuming applicants also meet all requirements for housing.
- TCHC will notify NWCEH of any upcoming potential vacancy at Riverview Terrace as soon as TCHC staff is aware of the vacancy. Clear communication and advance notice will allow NWCEH enough time to bring forth an eligible program participant for an available or upcoming unit at Riverview Terrace. If an application is not received by TCHC from NWCEH within 5 business days, TCHC will release the unit to the next person on the waiting list.

- Following the submission of a rental application, TCHC property manager will communicate the decision with both the applicant and the NWCEH designated staff. If an appeal is required, NWCEH staff will help the applicant proceed through TCHC's predetermined process.

**Joint Roles** include:

- A. TCHC and NWCEH will meet on a regular basis to review outcomes for program participants and facilitate collaboration on their behalf.
- B. A detailed communication plan will be developed and followed.

Residents of TCHC Properties cannot be mandated to participate in any of the offered or available services, nor can non-participation itself be a factor in their lease or rental history. HCV Program Participants cannot be mandated to participate in any of the offered or available services, nor can non-participation itself be a factor in their continued participation in the HCV Program. Residents and program participants will not be automatically required to participate in the offered services and/or may choose to participate in these or similar services with other providers. Should participation in these program be required as a condition of continued program participation or tenancy, it will be by written mutual acceptance by the resident or program participant, TCHC, and NWCEH.

This MOU may be amended by mutual consent or it may be terminated by either party with sixty (60) days written notice. The MOU is effective until September 30, 2024 and will be reviewed by both parties at that time. Thereafter, it shall renew automatically for successive two-year terms, unless advance written notice of an intent to not renew is provided by either party with at least sixty (60) days written notice.

This MOU applies only to persons selected by NWCEH to participate in the overall program; and this MOU is effective only to the extent allowable by law or by regulation.

We, the undersigned, agree with all items outlined within this MOU:

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Anthony Lentych, for  
Traverse City Housing Commission, its  
Executive Director

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Ashley Halladay-Schmandt, for  
Northwest Michigan Coalition to End  
Homelessness, its Director

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_