



## Rainy River District Social Services Administration Board

450 Scott Street  
Fort Frances, ON  
P9A 1H2

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• Children's Services • Land Ambulance • Ontario Works • Social Housing

28 February, 2017

Mr. Doug Brown, Administrator  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Dear Mr. Brown:

**RE: RFP17-AF-01:**

### **Full Property Management of Fort Frances Municipal Non-Profit Housing Corporation**

Please find enclosed our tender submission for full property management of Fort Frances Municipal Non-Profit Housing Corporation. The Rainy River District Social Services Administration Board (RRDSSAB) has had the honor of providing these services for the corporation in prior years and believe that our experience, reputation and excellent working relationship with the corporation puts us in good standing to continue our property management role.

Please do not hesitate to contact me, if you require further information in relation to this submission.

Sincerely,

Sandra Weir, Integrated Services Manager, RRDSSAB

/enc

cc: Dan McCormick, Chief Administrative Officer, RRDSSAB

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## 1. INTRODUCTION

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to submit a proposal for full property management services of the Fort Frances Municipal Non-Profit Housing Corporation (FFMNPHC) rent-geared-to-income project, located at 808 - 818 Victoria Avenue and 811 – 817 Christie Avenue in Fort Frances, Ontario.

## 2. Workplace Safety and Insurance Board

The RRDSSAB will maintain current good standing with the Workers Safety and Insurance Board (WSIB) and other government agencies having jurisdiction over the FFMNPHC

## 3. Insurance

The RRDSSAB shall continue to maintain insurance during the term of the contract. Our insurance shall include protective liability insurance which includes; hazards, premise operations, products, operation, protection and personal injury, and public liability insurance. Included in the insurance shall be the FFMNPHC as an additional insured and in the case of such Public Liability Insurance shall contain provision for cross liability as between the FFMNPHC and RRDSSAB. The RRDSSAB shall carry a commercial General Liability of \$5,000,000.00.

**RRDSSAB Insurance Company:** Frank Cowan Company Limited

**RRDSSAB Broker:** Gillon's Insurance

## 4. RRDSSAB PROFILE

The RRDSSAB is one of ten northern service managers, known as District Social Services Administration Boards, responsible for the management of social and community health services, including Social Housing. The RRDSSAB is governed by the *District Social Services Administration Board Act* and, in its role as Service Manager for Non-Profit Housing, by the *Housing Services Act (HSA)* and its associated regulations.

The RRDSSAB received its official designation on 01 February, 1999 and, since that time, has assumed responsibility for Ontario Works, Child Care, Social Housing, Land Ambulance, and other related programs and services.



The RRDSSAB encompasses ten (10) member municipalities and three (3) unincorporated member electoral areas including:

- Township of Alberton;
- Township of Atikokan;
- Township of Chapple;
- Township of Dawson;
- Township of Emo;
- Town of Fort Frances;
- Township of LaVallee;
- Township of Lake of the Woods;
- Township of Morley;
- Town of Rainy River;
- Rainy River District Central (unincorporated);
- Rainy River District East (U); and
- Rainy River District West (U).

On 14 December, 2000, the Social Housing Reform Act (SHRA) 2000 was proclaimed which allowed for the transfer of administrative responsibilities for social housing from the province to the municipal level. The initial transfer occurred on 01 January, 2001 at which time the responsibility for the administration of the entire public housing portfolio was transferred to the Rainy River DSSAB, including the former Local Housing Authority staff, real property, moveable assets, and all third party agreements. In May 2001, the responsibility for Non-Profit Housing came under the umbrella of the RRDSSAB. In 2011 the *Housing Services Act* (HSA) replaced the SHRA 2000, however; the roles and responsibilities for the Non-Profits remained the same.

The Non-Profit Housing portfolio in the Rainy River District is managed by the RRDSSAB Integrated Services Manager (Housing Lead), together with a combination of full and partial support staff including the Asset Management & Maintenance Department, Finance Department, Integrated Caseworkers, Eligibility Review Officer/Family Support Worker and other Human Resource and health and safety-related personnel.

The RRDSSAB main office is located at 450 Scott Street, Fort Frances and a satellite office at the Rawn Road Centre in Atikokan.

RRDSSAB staff responsible for the delivery of Social Housing Services in the District, at the present time, include:

- Mrs. Sandra Weir, Integrated Services Manager;  
To provide overall management functions for RRDSSAB housing units and Non-Profit Housing Providers in accordance with appropriate legislation and standards, and Board policies and procedures; and delivery of social housing and other related programs throughout the Rainy River District.
- Ms. Michelle Shute, Supervisor of infrastructure & asset management;  
Responsible for the management, planning and evaluation of infrastructure and asset management program, preventative maintenance activities, capital planning, building condition and maintenance audits.
- Ms. Maureen Thomson, Asset Management Assistant;
- Mrs. Michelle Jewell, Integrated Caseworker;
- Ms. Kim Tarrant, Integrated Caseworker;
- Mr. Gary Godin, Eligibility Review Officer/Family Support Worker;
- Mr. Fred Sinninghe, Financial Analyst
- Mrs. Leanne Eluik, Director of Finance & Asset Management;
- Mrs. Shelley Shute, Director of Integrated Services;
- Mr. Dan McCormick, CAO
- Mr. Dan Sutton, Information Systems Officer;
- Mrs. Joanne Spence, Human Resource Officer; and
- Several Maintenance/Custodial Staff.

The RRDSSAB directly manages, administers and owns two hundred and ninety six (296) rent-geared-to-income (RGI) public housing units in the Rainy River District. The RRDSSAB also currently provides direct property management services for four Non-Profit Housing Providers. Services include but are not limited to:

- Accepting and processing rent-geared-to-income applications for families, non-senior singles, and seniors; reviewing eligibility and completing rent calculations for eligible applicants;
- Renewal and termination of tenant leases;
- Maintaining and administering the centralized wait list for the Rainy River District;



- Collecting and accounting for rents and receivables;
- Preparing units for tenant move-ins, including required cleaning and maintenance work as needed during move-outs; maintaining life safety system and mechanical equipment and managing security services as required; providing preventative maintenance services;
- Inspecting units and responding to tenant issues;
- Providing 24-hour on-call emergency maintenance service including arranging for contractors and coordinating various custodial and maintenance staff to ensure that the housing portfolio is maintained in a clean and safe manner;
- Preparing tender packages for maintenance and capital work;
- Processing accounts payable for RRDSSAB Housing units and for those Non-Profit properties that the RRDSSAB manages;
- When required, making all reasonable efforts to collect rental and other arrears, including filing court and *Landlord and Tenant Board (LTB)* documents; appearing at LTB as required;
- Developing annual operating and capital budgets for the RRDSSAB Housing portfolio and working in conjunction with Non-Profit Housing providers to develop their annual operating and capital budgets;
- Monitoring Non-Profit Housing Provider budgets on a quarterly basis to identify potential year-end deficits;
- Working with Non-Profit Housing Providers in the development and implementation of capital plans;
- Producing financial, operational and special reports as needed for social housing stakeholders;
- Developing and implementing special *Service Agreements* to address specific housing issues as needed; and
- Meeting with Non-Profit Housing Provider Boards and staff at a minimum of four (4) times per year, or more often if necessary.

The RRDSSAB utilizes the YARDI Property Management System to record, track and manage financial and tenant information for the RRDSSAB Housing portfolio and for the managed Non-Profit Housing Providers.

The RRDSSAB is a member of the Ontario Non-Profit Housing Association (ONPHA), Northern Ontario Services Deliveries Association (NOSDA), the Northern Social Housing Service Manager Network (NSHMN), and the Ontario Municipal Social Services Association (OMSSA).

**RRDSSAB Solicitor:** *Mr. Clare Brunetta*

**RRDSSAB Bank:** *TD Canada Trust*

**RRDSSAB Auditor:** *BDO Dunwoody*

## 5. EXPERIENCE

The RRDSSAB has provided property management services for two hundred and ninety six (296) public housing units on a twenty-four (24) hour basis since January, 2001.

Additionally, the RRDSSAB provides full property management services for Non-Profit Housing providers, including the FFMNPHC project since 2001; FAITH Non-Profit Housing Corporation since 2002; Atikokan Native Non-Profit Housing Corporation since 2005; and Flinders Place Inc. since 2008.

### **Non-Profit Housing Clients:**

*Fort Frances Municipal Non-Profit Housing Corporation:* Ten family units located in Fort Frances. Property management services since 2001.

*Faith Non-Profit Housing Corporation:* Twenty-four (24) family units located in Fort Frances. Property management services since September, 2002.

*Atikokan Native Non-Profit Housing Corporation:* Seventeen (17) family units scattered throughout the Township of Atikokan. Property management services since 2004.

*Flinders Place Inc.:* Forty (40) senior units located in Fort Frances. Property management services since 2008.

*Flinders*



**References:** Rick Nelson, Board Chair,  
Faith Non Profit Housing Corp. and Atikokan Native Non Profit Homes Corp.

Jon Evans, C.A., BDO Dunwoody

The RRDSSAB staff is well-versed and experienced in the interpretation of legislation and applying the regulatory requirements contained in the *HSA* and the *Residential Tenancy Act 2006* (RTA). The RRDSSAB also develops local discretionary policies and procedures to meet local tenant and housing stakeholder needs. Policies and procedures continue to evolve, as regulation and legislation changes require.

The RRDSSAB staff participate in ongoing training to stay informed about regulatory changes, best practices related to the management of social housing, legal and financial requirements, rent-geared-to income, preventive maintenance, short- and long-term capital planning and tenant relations.

## **6. MANAGEMENT PLAN**

To continue to effectively and efficiently provide full property management services to the FFMNPHC, the Board and tenants, the RRDSSAB will draw on its extensive experience in managing and administering a variety of social service and community health programs, including social housing and its associated programs including public housing, non-profit housing, urban native housing and rent supplement programs.

The RRDSSAB and staff have a proven track record of managing the FFMNPHC for the past sixteen (16) years and, since 1994, under the previous Ontario Housing Corporation and Local Housing Authority. We will continue to work cooperatively and in an open manner with the Board, maintaining our focus on FFMNPHC tenants.

Long-term planning for the FFMNPHC will include preventive maintenance and risk management planning, capital planning and the development of action plans as necessary. Where possible, local policy research, evaluation and implementation will be undertaken to provide services that meet FFMNPHC tenants and board.



Operating and capital budgets will be developed, in consultation with the FFMNPHC Board and RRDSSAB Housing and Finance staff.

Day-to-day FFMNPHC operations will be managed by competent and caring staff whose primary focus is to provide clean, safe and affordable housing to FFMNPHC tenants, while keeping funding pressures in mind. To meet these sometimes competing challenges, staff will work with tenants and the board to develop plans that resolve tenant and board issues in a timely manner. All reasonable efforts will be made to respectfully resolve tenant issues and, when required, tenants will be directed to appropriate agencies.

On-site maintenance and property management will be provided through a twenty-four (24) hour emergency maintenance program.

Rent and all receivables will be collected and accounted for at the RRDSSAB office at 450 Scott Street, from Monday to Friday between 8:00 am and 4:00 pm. The RRDSSAB will establish leases with new tenants and renew existing tenant leases as required. A current list of rent applications will be maintained by the RRDSSAB on the centralized wait list. When required, the RRDSSAB will make efforts to collect on rental and other tenant arrears, including filing court and Landlord and Tenant Board (LTB) documents and will represent the FFMNPHC in court and at the LTB, as required.

Payment of all expenses, including but not limited to utilities, taxes and mortgages will be completed by RRDSSAB staff in a timely manner.

The FFMNPHC will be kept informed and apprised of operational activities by way of regular meetings and open lines of communication between the RRDSSAB and the FFMNPHC board and tenant representatives; meetings will be held at a minimum of four times per year, as required under the HSA.

## **7. FINANCIAL**

The RRDSSAB utilizes the YARDI Property Management System to monitor, track and record financial and other tenant information related to the management of Social Housing units in the District.

Audited financial statements will be provided to the FFMNPHC and areas of concern, if any, will be discussed and resolved in consultation with the FFMNPHC Board and RRDSSAB staff.

Annual operating and capital budgets will be developed in consultation with the FFMNPHC Board.

Regular reports including financial reports, tenant arrears, arrears collection reports and vacancy reports will be provided to the FFMNPHC Board for discussion and action, as necessary. (Sample attached)

Special reports (will be researched and presented for discussion with the FFMNPHC Board as needed and/or requested.

Quarterly financial reports outlining revenues and expenditures to date will be analyzed and, if necessary, action plans will be developed to address any financial shortfalls.

Legislated policy research and implementation will be completed to ensure that the FFMNPHC is compliant with all applicable legislation.

To maintain open lines of communications on all issues, regular meetings will be held between the RRDSSAB staff and the FFMNPHC Board.

Tenants will be able to contact the appropriate RRDSSAB staff to report maintenance or rental issues, and appropriate and prompt follow-up will take place.

Unusual or unexpected issues will be brought to the FFMNPHC Board's attention immediately for discussion and action, if necessary.

The RRDSSAB has board approved Financial & Housing Policies. A copy of these policies can be provided upon request.



## 8. QUALITY ASSURANCE

In addition to the items listed under the Management Plan and Financial Sections above, which include financial, operational and capital reporting commitments from the RRDSSAB to the FFMNPHC Board, a review of the operations will be arranged during the term of the three-year contract, in order to allow the Board an opportunity to critique the property management services being provided by the RRDSSAB.

The RRDSSAB participates in Quality Assurance. Mechanisms are in place to review, monitor and report on the performance and efficiency of our overall Housing Services. Our current YARDI data base helps us monitor and report on tenant move in and out process, waiting list numbers and waiting periods, all maintenance and asset management for continued improvements and efficiencies.

## 9. LEGISLATIVE REQUIREMENTS

As Service Manager of the Rainy River District, the RRDSSAB is required to work in compliance with various pieces of legislation, including the *Housing Services Act*, *Residential Tenancies Act*, Duty to Accommodate, Human Rights Code, Building & Fire Code, etc. to deliver Social Housing. Therefore, the RRDSSAB is knowledgeable and informed about the requirements under the *HSA* and *RTA*, and associated regulations.

The RRDSSAB ensures all policies and procedures meet the *Occupational Health & Safety Act* and *Employment Standards Act*.

Based on the RRDSSAB's ongoing day-to-day knowledge and experience, the staff will ensure that the FFMNPHC is in compliance with legislated requirements.

## 10. CONFLICT OF INTEREST

As of the date of submission of this proposal, the RRDSSAB is of the opinion that none of its directors, officers, employees, agents or volunteers have a real, perceived or potential conflict of interest in the provision of the services for full Property Management of the FFMNPHC. The RRDSSAB will ensure that the FFMNPHC is in compliance with the conflict of interest requirements as specified in the *HSA*.

## QUALIFICATION FORM

PROJECT: Fort Frances Municipal Non-Profit Housing Corporation

Rainy River District Social Services Administration Board  
 Name of Firm

450 Scott Street  
 Street Address

Fort Frances  
 City of Town

Ontario  
 Province,

P9A 1H2  
 Postal Code

807-274-5349  
 Telephone

807-274-0678  
 Fax

Fort Frances Municipal Non-Profit Housing Corporation:

I/We herein submit our completed package, in accordance with your Request for Proposals for the above noted Project.

I/We have received and allowed for Addenda numbered as follows: \_\_\_\_\_ (#'s or "none") in preparing my/our submission.

I/We hereby authorize FFMNPHC to contact references that I/we have named on my/our submission and such references have also been authorized to provide information about my/or firm.

I/We hereby acknowledge that I/we have full knowledge understanding of all existing conditions, legislation and all local requirements that may apply to the Project.

I/We have enclosed the following documentation, in accordance with the requirements prescribed herein:

- copy of insurance certificate or letter of intent from insurer; and

I/We have attached additional information and documentation as part of my/our submission.



I/We understand that any omission or failure to answer any question or address any requirement included in the Request for Proposals may result in my/our firm being disqualified from further consideration.

I/We understand that the Request for Proposals does not constitute any offer of work by the FFMNPHC to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Bainy River District Social Services Administration Board  
Name of Firm

490 Scott Street, Fort Frances, Ontario  
Address of Firm

[Signature]  
Witness  
[Signature]  
Witness

[Signature]  
Signature of Official  
[Signature]  
Signature of Official(s)

(seal) 28 Feb. 2017.  
Date





**BID FORM:**

To: Fort Frances Municipal Non-Profit Housing Corporation

Having examined the Request for Proposal documents, I/We hereby offer, subject to the terms and provisions of the Management Agreement, to, for a term commencing April 1, 2017 and ending March 31, 2020 with an option for renew for three additional years upon satisfactory negotiation by both parties.

- 1 Perform all Services in an honest, diligent, careful and professional manner, in accordance with all applicable laws and regulations, the Management Agreement, and the Request for Proposal; and
2. Provide at my/our expense the necessary expertise, supervision and all staff to ensure compliance with all applicable laws and regulations, the Management Agreement, and the Request for Proposal.

**Our price/bid (the "Price") exclusive of HST for the entire 3 year term of the Management Agreement, for the performance of the Services as above described, is:**

**Subtotal – Year 1 April 1<sup>st</sup>, 2017 to March 31<sup>st</sup>, 2018** = \$ 17,968.00

**Subtotal – Year 2 April 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2019** = \$ 18,283.00

**Subtotal – Year 3 April 1<sup>st</sup> 2019 to March 31<sup>st</sup> 2020** = \$ 18,603.00

**TOTAL** = \$ 54,854.00

**We agree that the Price is, with the exception of HST, all inclusive. Nothing further will be paid.**

I/We expressly warrant that the price stated above is quoted in utmost good faith on my/our part.

I/We fully recognize that the FFMNPHC does not bind itself to accept the lowest or any proposal submitted. I/we acknowledge and agree that the decision of the FFMNPHC may be based on various considerations and criteria, whether or not such considerations or criteria are referred to in the Request for Proposal document and whether or not I/we have been advised of such criteria or considerations.

If I/We am/are notified of the awarding of this contract to me/us, I/we will execute the Management Agreement within seven days of notification by FFMNPHC of the acceptance of this bid.

I/We acknowledge that by the submission of this bid, I/we have carefully reviewed and agree with all of the terms and conditions contained in the Request for Proposals. By this submission hereof, I/we covenant that I/we agree to provide such further information, materials, documents and assurances as may be required by the FFMNPHC.

I/We have received and allowed for addenda numbered as follows:

\_\_\_\_\_ In preparing my/our prices for this contract.

This Proposal submission shall be firm, irrevocable and open for acceptance for 60 days from the closing date of February 28, 2017.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

**IN WITNESS WHEREOF the Contractor has executed this Bid Form under seal.**


Company: Rainy River District Social Services Administration Board

Address: 4150 Scott Street, Fort Frances, Ontario

Name: Sandra WEIR

Signature: 

Name: Leanne Eluk

Signature: 

Telephone Number: 807-274-5349

Fax Number: 807-274-0678

Email Address: sandra.w@rrdssab.on.ca

Date: February 28, 2017



**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**Date**

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
<b>REVENUE</b>						
Revenue from Operations						
	Rent Revenue					
43-005-03	Rent	0.00	0.00	0.00	0.00	0.00
43-005-04	Miscellaneous	0.00	0.00	0.00	0.00	0.00
43-005-10	Forgiveness or Rent Waivers	0.00	0.00	0.00	0.00	0.00
	Total Rent Revenue	0.00	0.00	0.00	0.00	0.00
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	0.00	0.00	0.00	0.00
43-020-06	Moveout Charges	0.00	0.00	0.00	0.00	0.00
	Total Tenant Recoveries	0.00	0.00	0.00	0.00	0.00
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	Total Bad Debts	0.00	0.00	0.00	0.00	0.00
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	0.00	0.00	0.00	0.00	0.00
	Total Sundry Revenue	0.00	0.00	0.00	0.00	0.00
	Total Revenue from Operations	0.00	0.00	0.00	0.00	0.00
Other Revenue						
45-500-01	Mun/Federal Subsidy (DSSAB)	0.00	0.00	0.00	0.00	0.00
	Subsidies					
	One Time Provincial Grants (SHRRP)	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Corporate Costs</b>						
	Interest & Other Expenses					
55-010-02	N. Profit Admin	0.00	0.00	0.00	0.00	0.00
55-010-03	N. Profit Mgmt.	0.00	0.00	0.00	0.00	0.00
55-010-08	Bank Service Charges	0.00	0.00	0.00	0.00	0.00
	Total Interest & Other Expenses	0.00	0.00	0.00	0.00	0.00
	Total Corporate Costs	0.00	0.00	0.00	0.00	0.00
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	0.00	0.00	0.00	0.00	0.00
55-443-02	Credit/Collection Expenses	0.00	0.00	0.00	0.00	0.00
	Corporate Services					
55-456-03	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	0.00	0.00	0.00	0.00	0.00
	Total Corporate Services	0.00	0.00	0.00	0.00	0.00

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
	Insurances					
55-490-03	Property General Liability Ins.	0.00	0.00	0.00	0.00	0.00
55-490-05	Directors/Officers Liab. Ins.	0.00	0.00	0.00	0.00	0.00
55-490-07	Property/Boiler Ins.	0.00	0.00	0.00	0.00	0.00
	Total Insurances	0.00	0.00	0.00	0.00	0.00
	<b>Total Services</b>	0.00	0.00	0.00	0.00	0.00
	<b>Supplies &amp; Equipment</b>					
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
	Total Office Supplies	0.00	0.00	0.00	0.00	0.00
	<b>Total Supplies &amp; Equipment</b>	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	0.00	0.00	0.00	0.00	0.00
	<b>Materials &amp; Services Operating</b>					
	Building Operating					
56-207-02	Building Operating General	0.00	0.00	0.00	0.00	0.00
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-03	Build - O - Mtce Supplies	0.00	0.00	0.00	0.00	0.00
56-207-06	Build - O - Glazing/Windows	0.00	0.00	0.00	0.00	0.00
56-207-07	Build - O - Locksmithing	0.00	0.00	0.00	0.00	0.00
56-207-13	Build - O - Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	0.00	0.00	0.00	0.00	0.00
56-207-16	Build - O - Move Out Repairs	0.00	0.00	0.00	0.00	0.00
	Total Building Operating	0.00	0.00	0.00	0.00	0.00
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-04	Elect - O - Supplies	0.00	0.00	0.00	0.00	0.00
56-216-05	Elect - O - Bulbs & Tubes	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Electrical Operating	0.00	0.00	0.00	0.00	0.00
	Grounds Operating					
56-231-02	Grounds Operating General	0.00	0.00	0.00	0.00	0.00
	Total Grounds Operating	0.00	0.00	0.00	0.00	0.00
	Equipment Operating					
56-225-03	Equip - O - Stove/Fridge Repair	0.00	0.00	0.00	0.00	0.00
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	0.00	0.00	0.00	0.00
	Total Equipment Operating	0.00	0.00	0.00	0.00	0.00
	Life Safety System					
56-235-03	Life - O - Emergency	0.00	0.00	0.00	0.00	0.00
	Total Life Safety System	0.00	0.00	0.00	0.00	0.00
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	0.00	0.00	0.00	0.00	0.00
56-237-06	Heating - O - Furnace Cleaning	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	0.00	0.00	0.00	0.00	0.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-14	Plumbing - O - Hot Water Heater	0.00	0.00	0.00	0.00	0.00
	Total Plumbing Operating	0.00	0.00	0.00	0.00	0.00



		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
	Painting Operating					
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	0.00	0.00	0.00	0.00	0.00
	Total Painting Operating	0.00	0.00	0.00	0.00	0.00
	Waste Removal					
56-250-02	Waste Removal General	0.00	0.00	0.00	0.00	0.00
	Total Waste Removal	0.00	0.00	0.00	0.00	0.00
	<b>Total Materials &amp; Services Operating</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Utilities</b>					
56-310-02	Electricity	0.00	0.00	0.00	0.00	0.00
	Fuel					
56-315-02	Fuel	0.00	0.00	0.00	0.00	0.00
	Total Fuel	0.00	0.00	0.00	0.00	0.00
56-320-02	Water	0.00	0.00	0.00	0.00	0.00
	Total Utilities	0.00	0.00	0.00	0.00	0.00
	<b>Major Costs</b>					
56-405-02	Municipal Property Taxes	0.00	0.00	0.00	0.00	0.00
56-440-02	Debentures/Mortgage Interest	0.00	0.00	0.00	0.00	0.00
56-440-03	Debenture/Mortgage Principle	0.00	0.00	0.00	0.00	0.00
	Total Major Costs	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Capital Statement**  
Date

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	0.00	0.00	0.00
<b>Total Contribution from Reserves</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Costs</b>				
56-107-02	Building Capital	0.00	0.00	0.00
56-107-04	Flooring Capital	0.00	0.00	0.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	0.00	0.00	0.00
<b>Total Capital Costs</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





# Unit Availability Detail

Property List: FFMNP .all (.8088all)  
As Of: 10/31/2016  
Showing Pre-Leased:No  
Showing Occupied Units:No  
Group By: None

Unit	Resident	Name	Resident	Rent	Unit	Rent	Resident	Deposit	Unit	Deposit	Status	Days	Make	Move	Hold	Hold	Until	Notice	Move	Lease	Sign	Lease	From	Lease	To
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Total

Grand Total Count