

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY **IDENTITY OF INTEREST DISCLOSURE**

Development Name: OLIVER GARDENS	MSHDA #	3007
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Identity of Interest Rules are defined in Part 10 of the Authority's General Rules (see the following link for MSHDA's General Rules -http://www.michigan.gov/mshda/0,1607,7-141-5587_5589-43670--,00.html) or a copy of the rule attached to this form.

The owner/agent requests approval to use the following identity of interest vendor:

Vendor Name:	Lansing Housing Commission	Federal ID #:	38-2801459
Contact Name:	Doug Fleming		
Street Address:	419 Cherry St.		
City:	Lansing	State:	mi
		Zip:	48933

*Provide a list of all offices where business records are kept for the Identity of Interest Vendor.

Owner's Name (Printed)	Type of Ownership
LHCNPDC	Non Profit

*Attach organizational documents

List of Current Officers' Names	Titles
Ryan Robinson	President
	Vice President
	Treasurer
	Secretary

List all Identity of Interest individuals and describe the extent of each individual's relationship:

Individual's Name	Description of Identity of Interest Relationship
Ryan Robinson	Board Members of Lansing Housing Commission (unpaid position)
Doug Fleming	Executive Director of Lansing Housing Commission
Marcus Hardy	Asset Manager of Lansing Housing Commission S. Washington Park/Oliver Gardens
Hugh Gibbs	Senior Maintenance, Lansing Housing Commission S. Washington Park

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Kaitlin Jennings	Assistant Asset Manager, Lansing Housing Commission S. Washington Park
Jose Ringo	Maintenance, Lansing Housing Commission S. Washington Park

Description of Goods/Services Provided:
Housing Management Services

Contract Effective Date:	January 1, 2020	Contract End Date:	December 31, 2020
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MIE Line Item	# of Units / # of Occurrences		Cost per Unit / Occurrence	Item Total Based on Units or Occurrences	-OR- Cost of Contact	Set	Total Cost
4a-Management Fees	30	X	471	14,130			14,130
7a-Administrative Payroll	30	X		0	6500		6,500
7d-Employer Payroll Taxes	30	X		0			0
11a-Maintenance Payroll	30	X		0			0
		X		0			0
		X		0			0
		X		0			0
		X		0			0
		X		0			0
		X		0			0
		X		0			0
Total Contract Amount:				14130	6500		20630

Provide a list of all the Identity of Interest vendor's bookkeepers and accountants:

Name	Address
Dickie May	419 Cherry St Lansing MI 48933

Attachments

☒ Provide a copy of the vendor's organizational documents.

☐ Provide at least three (3) bids for the contracted goods and services to be rendered by the identity of interest vendor. If a multi-year contract exists, rebidding the contract is required every 4 years or anytime the vendor supplies goods or service beyond the goods or services previously approved by the Authority or the contract price increases by 10% or more.

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An Identity of Interest vendor can NOT be used until the proposed vendor and contract amount have been approved by the Authority. Notification of any proposed vendors with whom there is an identity of interest relationship must be submitted annually with the development operating budget.

Approval for contracts with identity of interest vendors require the submission of at least three bids on the goods or services to be provided and shall be submitted any time:

- *** a new contract begins or,
- *** a previously approved contract increases in price by 10% or more of the current contract price previously approved by
- *** a previously approved vendor plans to supply goods or services beyond the goods or services previously approved by the Authority.

Certification of No Cost ☐ Select "YES" if this section applies to this vendor.

I/We certify that the Identity of Interest vendor is used as a no cost vendor. The services are provided by the vendor at no cost to the development. Therefore, the management company is unable to obtain three comparable bids for the services provided by the identity of interest vendor. By agreeing to this certification, MSHDA has the right to review the identity of interest vendor's accounting records as part of its audit process.

Certification of Identity of Interest Rules
I/We certify that I/we have read the Michigan State Housing Development Authority Rules regarding the use of Identity of Interest Vendors and agree to abide by the terms and conditions required by this rule.

OWNER:	Oliver Gardens LD #ALP	AGENT:	Lansing Housing Commission
Signature:		Signature:	
ITS:	Managing Partner	ITS:	Executive Director
Date:	10-20-19	Date:	10-23-19

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VENDOR Signature: _____ Date: _____

MSHDA Approval: Owners/Agents must receive a signed copy of the Identity of Interest form in order to begin using the goods or services of an Identity of Interest Vendor. Approval by an authorized officer of MSHDA is required below.



Director, Asset Management Division

12-30-19
Date: _____