



LANSING HOUSING COMMISSION

FAST

FACTS

December 2012

LANSING HOUSING COMMISSON

PUBLIC HOUSING PROGRAM COMMUNITIES

Mt. Vernon Park Community

3338 N Waverly Road
Lansing, MI 48906
517-321-6054
Built: 1970
Units: 100
Scattered Site 77
Manager:
Assistant Manager Melissa Witte
AMP: 102

Hildebrandt Park Community

3122 N Turner Street
Lansing MI 48906
517-372-7145
Built: 1969
Units: 100
Scattered Site-68
Manager: Rhonda Pagel
Assistant Manager
AMP 103

S. Washington Park Community

3200 S Washington Avenue
Lansing, MI 48910
517-393-8464
Built: 1970
Units: 186 – 1 Bedroom
Scattered Site - 40
Forest Avenue- Hoyt Road -26 Units ea.
Manager: Janell McLeod
Assistant Manager Erica Velasquez
AMP 112

LaRoy Froh Community

2400 Reo Road
Lansing MI 48911
517-393-4290
Built: 1968
Units: 100
Scattered Site: 113
Manager: Lisa Parsons
Assistant Manager
AMP 111

Oliver Gardens –Elderly

Tax Credit

700 Southland

Lansing, MI 48910

517-393-8464

Units: 30

Built: 2006

Manager: Janell McLeod

Assistant Manager Erica Velasquez

HOUSING CHOICE VOUCHER PROGRAM (“HCV”)

Office Location: 310 Seymour LHC Administrative Building

HCV Coordinators:

Debra Jecks

Jennifer Burnette

Kendra Schmidtman

Kim Shirey

Kristianne Whipple

HCV Housing Specialist:

Lisa Krell

Lynnette Farr

LHC Administers 1785 Vouchers including specialized program voucher, i.e.

Veterans Affairs Supportive Housing (“VASH”)

Family Self Sufficiency (“FSS”)
Shelter Plus Care (“SPC”)

PUBLIC HOUSING BASICS

Waiting List – Site Based

Total Units: 833

Managed by the Lansing Housing Commission including

- Resident screening
- Eligibility Determination based on:
 - Program guidelines
 - Credit history
 - Criminal history
 - Household composition
- Work Order Repairs
- Unit Rehabilitation
- Lease Enforcement
- Evictions
- Emergency After hours repair response

HOUSING CHOICE VOUCHER BASICS

Waiting List - Closed

Current Vouchers leased up- Approximately 1650

LHC is not the landlord and has no landlord responsibilities. We determine applicant eligibility based on:

- Program guidelines
- Credit history
- Criminal history
- Household composition
- Income

We determine Landlord/Unit Eligibility based on

- Program guidelines
- Physical Condition of Unit
- Property Tax status
- Housing Assistance Payment (“HAP”) Direct Deposit Agreement
- Rent/Lease Agreement

LHC determines the amount of rental assistance provided to each voucher holder, administers the Housing Assistance Payment contracts for the U. S. Department of Housing and Urban Development and makes HAP payments to landlords.

LHC also administers a Family Self-Sufficiency (“FSS:”) Housing Choice Voucher Program (“HCV”). Housing Choice Voucher participants enter into 5-7 year contractual agreements with the HCV Program to become self-sufficient based on clearly defined criteria. Funds are placed in an escrow which is funded by the Housing Choice Voucher Program. The contract addresses the intended use of the funds and the family self sufficiency goals. However, these funds can be used as deemed appropriate by the

participant once he/she has completed the program. Typical intended uses are: to pay debts, school tuition, purchasing a house, etc.

HOMEBUYER PROGRAM

The Lansing Housing Commission, in collaboration with Franklin Street, Ferris Development, Housing Coalition, City of Lansing, and MSHDA-purchased and renovated properties using Turnkey III funding. The renovated properties were sold to low-income individuals. LHC Public Housing and Housing Choice Voucher participants were given the first chance to purchase the properties.

Currently there is no activity.

RESIDENT PROGRAMS

There are resident programs located at each LHC managed property as described below.

- Computer Learning Centers are located at the Mt. Vernon, LaRoy Froh and Hildebrandt Communities
These Centers provide help with homework, computer literacy, field trips and life enrichment programs/training and education for LHC residents and the surrounding community. The Centers are generously supported with funding from the City of Lansing.
- Head Start
LHC has a contract with Capital Area Community Services to provide indoor classroom space and outdoor play space for head start programs at the Mt. Vernon, LaRoy Froh and Hildebrandt Communities. LHC provides the space, utilities and maintenance as an in-kind contribution in support of this grant funded program. LHC has been involved in the Head

Start Program since the early 1990s. The Program has been instrumental in providing young children who live in and around LHC properties an academic head start!

- Literacy Programs

The Capital Area Literacy Coalition (CALC) -runs two literacy programs at the Mt. Vernon, LaRoy Froh and Hildebrandt Communities - five days a week. LHC has provided space for this program as a public service since 1989.

1. The adult program provides assessment and instruction in basic literacy; English as a Second Language and GED preparation. Residents should call 485-4949 to request services. When possible, tutoring is conducted at the resident's community center. Each person is interviewed to determine his or her goals and provided with an individual plan. Reading gains are typically very good, but progress depends on the individual's attendance and willingness to practice.

2. The Family School Partnership Star program serves teens and children ages 5 – 11 and meets year round on Tuesdays and Thursdays with additional sessions for teens.

The multilevel curriculum emphasizes science, but includes all academic areas. Learning units are made to be fun and include crafts, reading, writing, drama and other language development activities. Time may be scheduled for homework help. Teens may also prepare for college or other training beyond high school. Call 485-4949 for more information or check the web site: **www.thereadingpeople.org**

- Resident Councils-Public Housing

We encourage the formation of resident councils at all communities and LHC will support their operations by providing coaching, training and technical assistance. Once a duly elected Resident Council is formed LHC provides financial operational assistance equal to

\$15.00 per unit per year (for planned budget activities) as well as technical assistance as requested.

- Boy Scouts – Girl Scouts

LHC provides meeting space for both Boy and Girl Scouts. We currently have an active Girl Scout Troup at Mt. Vernon.

- Special Events-carnivals, field trips, parties

LHC has at least 3 community activities per year at each site. We try to involve; either, resident councils, resident volunteers, learning center staff and participants or outside providers as planners and implementers of the actual event(s).

BOARD ROLE & RESPONSIBILITIES

The Board's primary role is to set policies, administer the Executive Director's Contract and provide governance

GOVERNANCE

Operations

- Policies- The Board approves Policies. The Executive Director administers the policies
- Expenditures – The Board approves LHC's annual budget and budget amendments. The Executive Director provides regular finance reports to the Board and manages day to day operating expenditures.

- Contracts – The Board approves contracts as required by the Procurement Policy. The Executive Director provides day to day oversight of contracts.
- Litigation – The Board must approve any legal settlements. The Executive Director works with legal counsel to resolve litigation issues

HUD

- Annual Plan - The Board conducts an annual public hearing on the annual plan. The Executive Director drafts the annual plan and receives resident/ Resident Advisory Board input and submits the plan to HUD.
- Audits - The Board approves the Annual Certified Audit. The Executive Director ensures the books and records are maintained in accordance with generally accepted bookkeeping standards and available for audit in a timely manner.
- Public Input - The Board regularly receives comments from the public regarding the Housing Commission at Regularly schedule meetings, through written correspondence and at Public hearings. The Executive Director provides input and/or responses to public inquiries as directed by the Board

Public Housing Assessment System (“PHAS”)

PHAS measures Public Housing Authority’s (“PHA”) performance based on a set of 15 indicators proscribed by HUD. Annually each PHA evaluates their performance against the indicators and “self scores” their performance. HUD will validate or adjust the self score then issue an official score. During the past 5 years LHC’s Public Housing Program has been rated as standard. We are striving to become a high performer. The HUD reporting requirements are reduced for agencies which are rated as high performers.

INDICATORS

- Physical Condition of Properties - 40 Points
- Financial Condition – 25 Points
- Management - 25 Points
 - Vacant unit Turnaround
 - Work Orders
 - Security
 - Inspections
 - Economic Self Sufficiency
- Capital Fund Program – 10 Points

Section 8 Management Assessment Program (“SEMAP”)

SEMAP measures the Housing Choice Voucher Program’s (“HCV”) performance based on a set of indicators proscribed by HUD. Annually each PHA evaluates their performance against the indicators and “self scores” their performance. HUD validates or adjusts the self score and issues an official score. During the past 5 years LHC’s HCV Program has been rated as a high performer. We are striving to maintain this high performer status. High performer status garners positive consideration when HUD and others are seeking an entity to administer their Vouchers

INDICATORS

- Waiting List Selection 15 Points
- Reasonable Rent 20 Points
- Determination of Adjusted Income 20 Points

- Utility Allowances 5 Points
- HQS Quality Control 10 Points
- HQS Enforcement 10 Points
- Expanding Housing Opportunity 5 Points
- Payment Standards 5 Points
- Timely Annual Reexamination 10 Points
- Correct Tenant Rent Calculations 5 Points
- Pre-Contract HQS Inspections 5 Points
- Annual HQS Inspections 10 Points
- Lease Up 20 Points
- Family Self Sufficiency 5 Points
- De-concentration N/A

LHC Nonprofit Development Corporation

LHC formed an affiliated Non-profit Development Corporation in order to develop Low Income Housing. The Board members are Patricia Baines-Lake, Tony Baltimore, Georgina Nelson, Vince Villegas and Mary Welch.

LHCNPDC developed Oliver Gardens Low Income Tax Credit Housing Development in 2006. The development has 30 elderly units with rental assistance from project based Section 8 vouchers.

Insurance

LHC properties are insured in compliance with HUD requirements covering:

- Bodily Injury Liability
- Property Liability
- Personal and Advertising Injury Liability
- Public Officials Liability
- Employment practice Coverage – Defense Only