

MONTH	Acct #	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total
419050 Inspections	419050	-	-	-	-	-	-	-	-	-	-	-	-	-
419101 Property Mgt. Fee Expense	419101	9,244	9,391	9,391	9,490	9,490	9,539	9,441	43,291	9,490	9,342	9,342	8,824	146,275
419102 Bookkeeping Fee Expense	419102	1,410	1,433	1,433	1,448	1,448	1,455	1,440	1,448	1,448	1,425	1,425	1,425	17,238
419103 HCV Program Expense	419103	-	-	-	-	-	-	-	-	-	-	-	-	-
422000 Recreation/Other Services	422000	1,400	2,800	(1,200)	1,400	1,400	1,079	1,200	1,458	1,254	1,400	1,400	1,400	14,991
423000 Contracts	423000	-	-	-	-	-	-	-	-	-	-	-	-	-
431000 Water	431000	6,048	5,106	5,439	6,032	4,853	4,864	6,052	6,350	5,786	2,900	2,900	2,900	59,231
432000 Electricity	432000	8,974	9,233	9,074	9,252	8,522	7,251	8,109	9,723	7,694	5,900	5,900	5,900	95,532
433000 Gas	433000	897	882	848	841	-	9,517	7,422	9,445	7,152	3,000	2,000	2,000	44,003
434000 Sewer	434000	10,928	8,963	9,602	10,880	8,421	8,571	11,203	11,861	10,545	4,750	4,750	4,750	105,221
435000 Recycling	435000	-	53	53	-	53	-	1,136	53	-	51	51	51	1,501
441000 Maintenance Labor	441000	13,350	20,124	10,868	10,687	13,415	10,217	10,275	9,720	15,318	13,528	13,528	13,528	154,558
442000 Maintenance Materials	442000	1,854	7,223	6,787	2,565	9,376	1,599	3,150	2,727	1,015	5,000	5,000	5,000	51,296
443000 Maintenance Contracts	443000	-	-	-	-	-	-	-	-	-	-	-	-	-
443001 Maint. contracts - Garbage & T	443001	1,912	1,432	1,427	1,067	1,067	900	3,863	805	-	1,550	1,550	1,550	17,120
443002 Maint. Contracts - Heating & C	443002	-	-	80	-	1,330	-	485	-	2,280	1,400	1,400	1,400	8,375
443003 Maint. Contracts - Snow Remova	443003	-	-	-	-	100	715	4,394	2,758	923	-	-	-	8,889
443004 Maint. Contracts - Elevator Ma	443004	395	4,450	-	-	3,365	-	820	3,849	-	1,450	1,450	1,450	17,228
443005 Maint. Contracts - Landscape &	443005	197	377	43	437	197	-	-	-	-	725	725	725	2,702
443006 Maint. Contracts - Unit Turnar	443006	1,320	1,044	3,697	3,703	2,166	3,727	1,680	-	1,796	2,000	2,000	2,000	25,132
443007 Maint. Contracts - Electrical	443007	-	-	-	-	113	110	150	-	-	275	275	275	1,198
443008 Maint. Contracts - Plumbing	443008	-	317	317	317	-	-	238	-	316	135	135	135	1,909
443009 Maint. Contracts - Extermination	443009	793	3,173	(74)	3,997	569	1,408	2,035	1,370	7,547	735	735	735	23,023
443010 Maint. Contracts - Janitorial	443010	-	-	-	-	-	-	-	-	-	-	-	-	-
443011 Maint. Contracts - Routine Main	443011	-	-	-	-	-	-	-	-	-	-	-	-	-
443012 Maint. Contracts - Misc.	443012	345	-	(345)	-	-	-	-	-	-	-	-	-	-
443200 Repairs & maintenance	443200	-	-	-	-	375	375	-	922	-	-	-	-	1,672
448000 Protective Services-Contracts	448000	140	140	140	280	-	140	140	140	140	140	140	140	1,680
451000 Insurance	451000	-	-	-	-	-	-	-	-	-	-	-	-	-
451001 Insurance - Property	451001	1,489	1,489	716	716	716	716	716	716	716	1,534	1,534	1,534	12,593
451002 Insurance - Liability	451002	1,202	1,202	1,378	1,378	1,378	1,378	1,378	1,378	1,378	1,238	1,238	1,238	15,761
451003 Insurance - Workers Comp	451003	127	356	-	146	146	565	146	146	146	547	547	547	3,421
451004 Insurance - Other	451004	97	97	504	97	431	504	97	97	504	100	100	100	2,726
452000 Payment in Lieu of Taxes	452000	(23)	106	237	(11)	777	(57)	(306)	(829)	(183)	995	1,095	1,095	2,896
454000 Employee Benefits - Admin.	454000	2,570	5,020	(462)	4,911	391	2,667	2,574	2,656	2,475	3,159	3,159	3,159	32,279
454100 Employee Benefits - Maint.	454100	5,438	8,671	(566)	7,938	2,208	5,906	5,185	4,626	4,646	5,018	5,018	5,018	59,107
454200 Employer FICA - Admin	454200	487	736	487	487	510	501	501	501	758	503	503	503	6,478
454300 Employer FICA - Maint.	454300	978	1,443	846	753	952	737	712	670	1,172	1,035	1,035	1,035	11,367
457000 Collection Write Off	457000	550	2,063	-	1,564	(345)	27	370	326	260	1,000	1,000	1,000	7,815
471500 HAP	471500	-	-	-	-	-	-	-	-	-	-	-	-	-
471600 Administrative Fees	471600	-	-	-	-	-	-	-	-	-	-	-	-	-
480000 Depreciation-Buildings	480000	-	-	-	-	-	-	-	-	-	-	-	-	-
600600 Interest Expense - PNC	600600	360	360	356	354	704	-	348	346	686	342	340	338	4,532
600700 Interest Expense - Davenport	600700	-	-	-	-	-	-	-	-	-	-	-	-	-
OPERATING EXPENSES		82,634	133,128	71,161	98,922	93,274	86,224	110,133	127,529	110,684	85,840	85,583	85,062	1,170,174
Total Net Income / (Loss)		(3,464)	(53,837)	10,482	(18,232)	(12,515)	(4,036)	(33,420)	156,478	(31,236)	23,568	(2,582)	(499)	30,708
Total Net Income / (Loss) w/o Depreciation		(3,464)	(53,837)	10,482	(18,232)	(12,515)	(4,036)	(33,420)	156,478	(31,236)	23,568	(2,582)	(499)	30,708
Cummulative Net Income		(3,464)	(57,300)	(46,819)	(65,050)	(77,565)	(81,601)	(115,022)	41,456	10,220	33,788	31,206	30,708	30,708



COMMISSION 419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

April 18, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The FSS Coordinator held an orientation for 8 potential new participants. These participants have until March 23 to return the necessary documents, so a contract can be initiated.

HCV Orientations:

LHC had one (2) orientation during the month of February 2018 and thirty-six (36) vouchers issued. There are approximately 150 people out searching.

One (1) VASH orientation was also held for the month of February, and four (4) Vouchers were issued.

Waiting List:

There are currently 200 applicants left on the waiting list. It is anticipated that this list will be exhausted late spring.

Department Initiatives:

In the HCV Program there are currently 1,838 vouchers housed for all of its programs. Fifty-two participants are with the Shelter Plus Care Program (S+C), 85 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,559 are housed under the regular Housing Choice Voucher Program.





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Voucher Utilization

January Voucher Program Total Units	1,863
January Traditional HCV Utilization	1,648
January % Utilized Units	88%

February Voucher Program Total Units	1,863
February Traditional HCV Utilization	1,701
February % Utilized Units	91%

Voucher Disbursement

HUD January HAP Disbursement	\$828,553
LHC January HAP/UAP Disbursement	\$881,171
% Voucher Funding Utilization	106%

HUD February HAP Disbursement	\$ 828,553
LHC February HAP/UAP Disbursement	\$ 885,980
% Voucher Funding Utilization	107%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. The utility allowance study is complete and is on the agenda for approval at the January 2018 Board Meeting.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0





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Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (4) 24-hour deficiencies and (64) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

The 2018 FMR's were approved by the Board to take effect 03/01/2018.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of February 28, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 107%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive eight (8) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 75% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 02/28/2018





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April 18, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The FSS Coordinator received back paperwork from four (4) interested participants which will result in a Contract of Participation and an Individual Training and Service Plan. This will equate to four (4) more participants in our FSS program by the end of April. The FSS Coordinator anticipates another orientation for potential participants to be held in May.

HCV Orientations:

LHC had zero (0) orientation during the month of March 2018 and zero (0) vouchers issued. There are currently 150 individuals out searching for housing. As this number decreases, we will begin issuing more vouchers.

One (1) VASH orientation was also held for the month of March, and six (6) Vouchers were issued.

Waiting List:

There are currently 200 applicants left on the waiting list. It is anticipated that this list will be exhausted late spring.

Department Initiatives:

In the HCV Program there are currently 1,863 vouchers housed for all of its programs. Fifty-one participants are with the Shelter Plus Care Program (S+C), 84 are housed under the Permanent Supportive Housing Program (PSH), and 145 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,583 are housed under the regular Housing Choice Voucher Program.





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Voucher Utilization

February Voucher Program Total Units	1,863
February Traditional HCV Utilization	1,701
February % Utilized Units	91%

March Voucher Program Total Units	1,863
March Traditional HCV Utilization	1,728
March % Utilized Units	93%

Voucher Disbursement

HUD February HAP Disbursement	\$828,553
LHC February HAP/UAP Disbursement	\$885,980
% Voucher Funding Utilization	107%

HUD March HAP Disbursement	\$ 834,254
LHC March HAP/UAP Disbursement	\$920,045
% Voucher Funding Utilization	110%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on fifteen (15) units and approved. This indicator is not scored by PIC but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

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Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. The utility allowance study is complete and is on the agenda for approval at the January 2018 Board Meeting.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0





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Indicator 6- HQS Enforcement

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HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

The 2018 FMR's were approved by the Board to take effect 03/01/2018.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of March 31, the reporting rate is 94%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	0

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 110%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive eight (8) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 75% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 03/31/2018





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April 18, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February 2018 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of February. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 801 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 98% at the end of February. There were six (6) households moved in, five (5) resident moved out's, and one (1) unit transfer. The UML was 200 which equals 98%.

Hildebrandt Park occupancy was 95% at the end of February There were three (3) households moved in, seven (7) resident moved out, and Zero (0) unit transfer's. The UML was 209 which equals 95%.

LaRoy Froh occupancy was 96% at the end of February. There were six (6) households moved in, three (3) residents moved out zero (0) unit transfer's. The UML was 204 which equals 96%.





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South Washington Park occupancy was 98% at the end of February. There were one (3) households moved in, three (3) resident moved out, and zero (0) unit transfer. The UML was 194 which equals 98%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	202	100%	6	5	1	2
Hildebrandt	220	215	98	2	0	0	0
LaRoy Froh	213	204	96%	6	3	0	0
S. Washington	198	194	98%	3	3	0	0
Totals	833	801	96%	13	12	3	0

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 30,423.00	\$ 36,129.23	\$ (7,910.97)	128%
Hildebrandt	\$ 34,382.00	\$ 39,122.71	\$ (8,517.36)	125%
LaRoy Froh	\$ 30,677.00	\$ 42,759.50	\$ (6,043.00)	119%
S. Washington	\$ 30,142.00	\$ 31,022.00	\$ (880.00)	112%
Totals	\$ 124,491.00	\$ 150,569.33	\$ (26,078.33)	121%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	4		3	1
Lease Violation (No Court action)	5			
Evicted – Nonpayment Judgment	1			2
Evicted – Nonpayment Writ Ordered but not executed	0			
Physical Eviction	1			
Criminal Activity	0			
Drug Activity	0			
Rent too high	0			
Transfer	1			
Totals	12	0	3	3





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Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1338	TBD	TBD	TBD	Structural damage is currently in repair Now under contract effective 1-30-18
3812	Make Ready	TBD	No	Vacant 2/14-This unit was a total loss due to a fire that took place on 12/8/17. Most of the unit will be completed in-house. A MVP staff planning meeting is scheduled for 3-21-18 in efforts to create a tentative schedule of progress.
3822	Make Ready	Projected lease-up date 3-23-18	Yes	Vacant 3-8-Locks were changed 3-9-18, parts were ordered 3-14-18 and rehab was started with available supplies on 3-13-18.
3806	Make Ready	Projected lease-up date 3-30-18	Yes	Vacant 3-12-18 Locks were changed 3-9-18, parts were ordered 3-14-18 and rehab was started with supplies available on 3-13-18.





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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1013 Shepard	LR	4-2	NA	Transfer waiting until 4-2 to ensure no mice activity in unit.
3206-H Turner	MR	3-23	Yes	2-7-18 ready for lease up.
1940 Hoyt	MR	3-28-18	Yes	not vacant 20+ days
3118 E Turner	LR	2-22	Transfer	2 residents requested reasonable accommodation, sending another resident 30-day notice to transfer
517 Community	MR	3-28	Yes	Contractors to begin work 3-22-18.





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LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
6020 Valencia	Lease ready	3-22-18	Unit Transfer	
2506 Reo	Make ready	3-30-18	Yes.	
2452 Reo	Make Ready	3-30-18	No	
2434 Reo	Make Ready	3-30-18	Yes	
942 Vincent	Make Ready	4-15-18	Yes	
2438 Reo	Make Ready	3-30-18	No	
6103 Grovenburg	Make Ready	4-1-18	No	





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South Washington Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
10115	Lease Ready	3-23-18	No	Vacant 2-23-18
10307	Lease Ready	3-23-18	No	Vacant 1-4-18
10133	Make Ready	3-30-18	No	2-13-18
10131	Lease Ready	3-23-18	No	1-18-18





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April 18, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2018 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of March. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 801 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 99% at the end of March. There were three (3) households moved in, two (2) resident moved out's, and one (0) unit transfer. The UML was 199 which equals 99%.

Hildebrandt Park occupancy was 98% at the end of March There were six (6) households moved in, three (3) resident moved out, and zero (0) unit transfer's. The UML was 216 which equals 95%.

LaRoy Froh occupancy was 96% at the end of March. There were one (1) households moved in, two (2) residents moved out zero (0) unit transfer's. The UML was 204 which equals 96%.





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South Washington Park occupancy was 97% at the end of March. There were two (2) households moved in, three (4) resident moved out, and zero (0) unit transfer. The UML was 192 which equals 97%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	199	99%	3	2	0	1
Hildebrandt	220	216	98%	6	3	0	0
LaRoy Froh	213	204	96%	1	2	0	0
S. Washington	198	192	97%	2	4	0	0
Totals	833	811	97%	12	11	0	1

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 31,093.00	\$ 36,215.75	\$ (5,122.75)	116%
Hildebrandt	\$ 40,399.00	\$ 42,706.71	\$ (2,307.71)	106%
LaRoy Froh	\$ 30,677.00	\$ 37,390.00	\$ (6,713)	122%
S. Washington	\$ 29,352.00	\$ 27,680.00	\$ (-1,672)	94%
Totals	\$ 124,491.00	\$ 150,569.33	\$ (12,471.46)	109%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	2	2	2	3
Lease Violation (No Court action)				
Evicted – Nonpayment Judgment	0			1
Evicted – Nonpayment Writ Ordered but not executed	0			
Physical Eviction	0			
Criminal Activity	0	1		
Drug Activity	0			
Rent too high	0			
Transfer	0			
Totals	0	3	2	4





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Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1338	TBD	TBD	TBD	Structural damage is currently in repair Now under contract effective 1-30-18
3812	TBD	TBD	No	Vacant 2/14-Resident was evicted because he failed to return keys as ordered by the courts. We were waiting on approval of the RFP we submitted to the DOAM. However as of 3/2 we discovered that the unit (with permission from the Director) can be done in house. 3/21- Karac gutted out the unit.3/21-contacted City Inspector Chad to inspect unit to advise of necessary progress. 3/22 inspector assessed unit and gave directives. 3/21-Contacted Truss Engineer to get unit assessed for truss replacement. Currently waiting on assessment for truss' s.
3822	Make Ready	Projected lease-up date 4-5-18	Yes	Vacant 2/3-Unit was cleaned out and scope was written on 2/5. Parts were ordered 2/7. Remaining parts for this unit were just received late last





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				week. Unit will be completed by 4/4 and should be ready for move-in on 4/5.
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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1013 Shepard	MR	4-2	Transfer	1-8 – mice infestation, move in first week of April
517 Community	MR	4-6	Yes	3-6 not vacant 30 days
114 Fairfield	MR	5-8	Yes	3-26 not vacant 30 days
3118 E Turner	MR	4-20	Transfer	11/9/2017 multiple residents and applicants have denied this unit. Currently will house someone who is over housed





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LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
6020 Valencia	Lease ready	4-18-18	Unit Transfer	Vacant 1-23-18
2506 Reo	Make ready	4-30-18	Yes.	Vacant 1-26-18
2452 Reo	Make Ready	4-30-18	No	Vacant 2-5-18
2434 Reo	Make Ready	4-18-18	Yes	Vacant 1-18-18
942 Vincent	Make Ready	4-15-18	Yes	Vacant 2-25-18
2438 Reo	Make Ready	4-30-18	Yes	Vacant 2-19-18
6103 Grovenburg	Make Ready	4-30-18	No	Vacant 2-20-18
2536 Reo	Make Ready	4-30-18	Yes	Vacant 3-2-18
5018 Starr	Make Ready	4-30-18	No	Vacant 3-16-18
1009 Belaire	Make Ready	5-15-18	No	Vacant 3-29-18
2356 Reo	Make Ready	5-30-18	No	Vacant 4-3-18
2336 Reo	Make Ready	5-30-18	No	Vacant 4-9-18
6063 Southbrook	Make Ready	5-30-18	No	Vacant 4-9-18





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South Washington Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
10115	Lease Ready	4-6-18	No	Vacant 2-23-18
10230	Make Ready	4-4-18	No	3-15-18
10133	Lease Ready	4-2-18	No	2-13-18
10430	Make ready	4-13-18	No	3-5-18
10110	Make Ready	4-18-18	No	3-23-18
10433	Make Ready	4-18-18	No	3-22-18





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**LHC Board
Sign-In Sheet
Date of Meeting: April 18, 2018**

Name	Organization	Phone #	E-mail
Tom Barry	LIPH		tombarry@lanshc.org
Marcus Hardy	LIPH		marcush@lanshc.org
Marshall Price	LIPH		marshallp@lanshc.org
Edward Foxworth	COCC	517-853-3068	edwardf@lanshc.org
Marin Ellis	LIPH		marin@lanshc.org
Kim Shirey	HCV	487.0242	kims@lanshc.org

