



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

Agenda  
Lansing Housing Commission  
April 26, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of March 22, 2017
3. Approval of Minutes of Annual Plan Meeting March 22, 2017

Action Items:

Resolution 1270 - Approval of Bed Bug Policy- Lisa Parsons

Informational Items.

- a. Finance Report February 2017 Dickey May
  - b. Housing Choice Voucher Report Kim Shirey
    - i. Asset Management Report Lisa Parsons
    - ii. Mt. Vernon & Scattered Sites AMP 102
    - iii. Hildebrandt, Forrest, Hoyt & Scattered Sites AMP 103
    - iv. LaRoy Froh & Scattered Sites AMP 111
    - v. South Washington & Scattered Sites AMP 112
  - c. Sustainability Agreement Update Martell Armstrong
4. Executive Director's Comments
  5. President's Comments.
  6. Public Comment – limit 3 minutes per person.
  7. Other Business.
  8. Adjournment.





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**Minutes of the March 22, 2017  
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 6:24 p.m. Mr. Armstrong, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, Deschaine and Robinson were present at roll call. Commissioner Solis was absent.

**GUEST:** Dickey May, Financial Consultant via telephone

**STAFF:**

Kim Shirey  
Andrea Bailey  
Lisa Parsons  
Victoria LaDuke

Janell McLeod      Kimberly Gillespie  
Marvin Ellis  
Edward Forrest  
Marcus Hardy

Commissioner Robinson moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve the minutes of the February 22, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Robinson 2<sup>nd</sup> a motion to approve Resolution 1267- Approval of Utility Allowance 2017-2018. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve Resolution 1268- Approval of Substance Abuse and Drug Free Workplace Policy. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve Resolution 1269- Approval of Smoke Free Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report December 2016-Dickey May, Mr. May provided a brief overview of the finance reports for February 2017.
- B. Housing Choice Voucher Report- Kim Shirey announced the waiting list is closed and completed the selection process. These applicants will remain on the





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wait list until it is appropriate to process more applications. The current waiting list has pulled all the applicants and the staff are working on processing them for potential housing.

- C. Asset Management Report-Lisa Parsons announced overall LHC properties are experiencing a 98% occupancy rate including MOD units. Staff continues to strive to increase this rate to 97%+ which is attainable as long as all sites maintain at least 96% occupancy.

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|---|---------|
| i. Mt. Vernon & Scattered Sites                     | AMP 102 |
| ii. Hildebrandt, Forrest, Hoyt<br>& Scattered Sites | AMP 103 |
| iii. LaRoy Froh & Scattered Sites                   | AMP 111 |
| iv. South Washington & Scattered Sites              | AMP 112 |

- D. Recovery Agreement Update-Martell Armstrong: Mr. Armstrong reported the Detroit Field Office (DFO) will provide LHC with a template for the sustainability plan. LHC will continue to have conversations with the DFO regarding the various audits bimonthly. The Executive Director thanked the staff for assisting Ms. Baines-Lake in obtaining needed documentation to close the various audits. The 2015 Audit is closed.

Executive Director's Comments: Mr. Armstrong acknowledged for staff appreciation day the staff were allowed to wear jeans. We are working on something for the maintenance staff. Mr. Armstrong is meeting with the community and looking to work with ITECH at the Mt. Vernon and Hildebrandt Park sites. Board of Water and Light is looking at helping Oliver Gardens with new appliances including AC units, hot water heaters, washer/dryers and hopefully more. LHC is working on REAC pre-inspections. The Lansing City Council Public Safety meeting will be held at S. Washington Park at 6:00 p.m. today. Mr. Armstrong attended the Ben Carson listening tour.

President's Comments: President Baltimore reported that he met with Dr. Carson and invited him to come visit Lansing. There is approximately six (6) billion dollars expected to be cut across the HUD budget.

Public Comment – limit 3 minutes per person: – There was no public comment.





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Other Business - There was on other business.

Adjournment: The meeting was adjourned at 7:11 p.m.





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**Minutes of the March 22, 2017  
Lansing Housing Commission  
Annual Plan Public Hearing Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:45 p.m. Mr. Armstrong, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, Deschaine and Joyce. Commissioner Solis was absent.

**GUEST:** Janet Gilmore, Amy Fountain, J. Meade, Lameara Demyers, Natasha Shaw

**STAFF:**

Kim Shirey  
Andrea Bailey  
Lisa Parsons  
Victoria LaDuke

Janell McLeod      Kimberly Gillespie  
Marvin Ellis  
Edward Forrest  
Marcus Hardy

Commissioner Deschaine moved and Commissioner Robinson 2<sup>nd</sup> a motion to approve Resolution 1266- Approval of 2017-2018 Annual Plan – Lisa Parsons/Martell Armstrong. **The Motion was approved by all members present.**

Housing Choice Voucher Report – Kim Shirey announced the changes to the Admin Plan.

Low Income Public Housing (LIPH) – LIPH staff announced the changes to the Admissions and Continued Occupancy Plan (ACOP)

Capital Fund Program (CFP) – Edward Forrest announced the Capital Fund 5-year plan.

Resident Advisory Board (RAB) – Lisa Parsons announced the RAB members for this year, and their role on the board.

Public Comment – limit 3 minutes per person:

Other Business - There was on other business.

Adjournment: The meeting was adjourned at 6:16 p.m.





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**April 26, 2017**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Updated Bed Bug Policy-Resolution No. 1270**

**RECOMMENDATION:**

Staff recommends adoption of the attached Resolution No. 1270, which adopts the Lansing Housing Commission's ("LHC") Bed Bug Policy.

**CONTACT PERSON:**

Martell V. Armstrong  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution creates an update Bed Bug Policy which is designed to address an emerging area wide Housing Quality Standards and Uniform physical condition standards (UPCS) problem in violation of 24CFR 982.4011 and Housing Notice H2012-5 "Guidelines on Bed Bug Control and Prevention in HUD Insured and Assisted Multifamily Housing", 24 CFR Part 5, Subpart G and 24 CFR 5.703.

**BACKGROUND**

The U. S. Department of Housing and Urban Development requires that Public Housing Agencies comply with Housing Quality Standards ("HQS") as detailed in 24CFR 982.401 and Housing Notice H2012-5 "Guidelines on Bed Bug Control and Prevention in HUD Insured and Assisted Multifamily Housing", .24 CFR Part 5, Subpart G and 24 CFR 5.703. Bed bugs continue to be a growing national problem which does not "appear to be a public health threat," but they are pesky and their bite(s) cause skin irritation. Bedbugs continue to be hard to detect, making the potential of their transfer pervasive. Containing their population growth can be also be cumbersome. The Lansing area has seen an explosion of infestations at various public facilities, including a local hospital,



the Volunteers of America, and other places which provide housing for the homeless and/or public services.

Both the Low Income Public Housing (LIPH) and Housing Choice Voucher (HCV) program landlords are required to provide housing which meets HQS and UPCS Units with bed bugs infestations do not meet HQS or UPCS. However, many Landlords are not aware of this problem or how to address the issue. Because this issue is so prevalent in the local community LHC is taking a proactive approach by providing information and assisting our customers through this proposed policy. LHC staff created a Standard Operating Procedure ("SOP") which minimize the potential of bed bug infestations, provide guidance to prevent cross contamination and to eliminate bed bug infestations as quickly as possible.

We acknowledge that bed bugs are difficult to contain without the proper treatment. Therefore, it is imperative that all parties understand their roles and responsibilities and work simultaneously toward a common goal of, prevention, extermination and elimination. Left untreated, bed bugs can spread through a residence, to a neighboring household, businesses, etc., affecting current and future tenants/residents and the general public.

The Board would not typically adopt a policy on this type of maintenance issue. However, staff believes this issue and associated concerns deserve the attention generated by a Board policy.

#### **FINANCIAL CONSIDERATION**

LHC is required to pay the costs associated with meeting. LIPH has found the cost of extermination of a single bed bug infested unit can range from a low of \$300.00 to a high of \$1700.00, depending on the method needed to resolve the infestation. Over the prior 12 months LHC has spent \$31,145. 00. The future cost depends on factors both inside and outside of LHC's control and cannot be estimated.

#### **POLICY CONSIDERATIONS:**

The Board is charged with the responsibility of approving policies for LHC. Adopting the Bed Bug Policy fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted, \_\_\_\_\_



Martell V. Armstrong, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1270**

Adopted By the Lansing Housing Commission

April 26, 2017

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Bed Bug Policy.

  
Chair

Yeas 3

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1270

Date Adopted: 4/26/2017





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## **Lansing Housing Commission 2011-1 Bed Bug Policy**

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### **Purpose**

The purpose of Lansing Housing Commission's ("LHC") Bed Bug Policy is to establish a framework for staff to ensure compliance with 24CFR 982.401, Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS) Housing Notice H2012-5 "Guidelines on Bed Bug Control and Prevention in HUD Insured and Assisted Multifamily Housing", 24 CFR Part 5, Subpart G and 24 CFR 5.703 regarding Infestations.

### **Overview**

In accordance with 24CFR 982, Housing Notice H2012-5 "Guidelines on Bed Bug Control and Prevention in HUD Insured and Assisted Multifamily Housing", 24 CFR Part 5, Subpart G and 24 CFR 5.703 LHC is responsible for ensuring units which receive assistance provided by the U. S. Department of Housing Urban Development meet HQS and UPCS. Therefore, PHA's are prohibited from providing housing assistance payments for units which do not meet HQS or UPCS. A critical element in fulfilling this responsibility requires the PHA to ensure bed bug infestations are not present in Housing Choice Voucher (HCV) or Low Income Public Housing (LIPH) units which are provided Federal assistance. PHAs must also ensure compliance as a landlord, that program participants and landlords are compliant and take steps to prevent bed bug infestations.

### **Implementation**

The LHC will provide a copy of the Bed Bug Policy and LHC's Standard Operating procedure to Landlords and LIPH residents. We will conduct HCV landlord and tenant outreach events to provide information on bed bug infestations, require both landlords and tenants to inform new and existing landlords of bed bug infestations, require treatment and proof of clearance, require a 12-month bed bug history/certification from all new leases and permit infected HCV households to break their leases if the issue is not resolved. We will conduct LIPH resident outreach events to provide information on bed bug infestations, to inform new and existing residents of bed bug infestations, how to report and prepare for treatment as well as how to prevent infestation of bedbugs. Outreach strategies will include:

- Distributing printed material about bed bugs to property owners and managers
- Discussing bed bugs with property owners and tenants/residents by phone or in-
- Person

- Participating in community based forums to address Lansing's bedbug infestation
- Developing working relationships with Public Health, Code Compliance and real estate brokers associations to gain and provide education

Outreach strategies will be monitored for effectiveness, and adapted accordingly.

LHC will engage in aggressive education, prevention and eradication protocol in all of its properties. In addition, we will educate all staff and hold periodic all staff and targeted trainings related to bed bug prevention, avoidance and treatment. LHC furnishing selections and purchases will be targeted to avoid providing cocoons for bed bugs.

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for March 2017**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(150,375.91)	550,977.89
1010-0000-112200 Accounts Receivable	(2,370.47)	10,459.70
1010-0000-112201 Allowance for Doubtful Accounts	22.71	-
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	169,980.01	65,123.21
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	21,661.13
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	5,465.00	3,446.25
1010-3000-144000 Construction in Progress	-	914,572.57
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	399,731.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	175,656.00
<b>TOTAL ASSETS</b>	<u><b>18,589.34</b></u>	<u><b>4,530,331.26</b></u>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	285,338.00
1010-0000-200300 Pension Liability	-	319,001.00
1010-0000-210000 Construction Costs Payable	-	14,567.00
1010-0000-211100 Accounts Payable	16,887.13	23,751.00
1010-0000-211400 Tenant Security Deposits	1,274.00	29,806.30
1010-0000-211999 Tenant Refunds	(725.00)	6,170.98
1010-0000-212000 Accrued Payroll	-	(651.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	1,104.00	20,627.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Def'd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	(4,827.70)	449,088.42
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
<b>TOTAL LIABILITIES</b>	<u><b>13,712.43</b></u>	<u><b>1,202,949.26</b></u>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	4,876.91	(995,781.83)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,465,929.26
<b>TOTAL EQUITY</b>	<u><b>4,876.91</b></u>	<u><b>3,327,382.00</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>18,589.34</b></u>	<u><b>4,530,331.26</b></u>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for March 2017**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	148,685.58	457,586.90
1020-0000-112200 Accounts Receivable	(2,163.78)	7,689.99
1020-0000-112201 Allowance for Doubtful Accounts	0.40	-
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	(138,193.27)	(73,364.16)
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	18,985.14
1020-0000-140000 Land	5,465.00	394,556.00
1020-0000-144000 Construction in Progress	-	567.84
1020-3000-144000 Construction in Progress	-	1,385,719.53
1020-0000-146000 Dwelling Structures	-	13,258,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,649,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	147,102.00
<b>TOTAL ASSETS</b>	<b>8,158.93</b>	<b>5,784,788.98</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	149,363.00
1020-0000-200300 Pension Liability	-	287,232.00
1020-0000-210000 Construction Costs Payable	-	12,199.00
1020-0000-211100 Accounts Payable	6,291.58	12,565.03
1020-0000-211400 Tenant Security Deposits	212.00	31,586.19
1020-0000-211999 Tenant Refunds	133.15	6,818.52
1020-0000-212000 Accrued Payroll	-	(444.92)
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	1,646.00	26,544.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(8,046.17)	742,418.26
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
<b>TOTAL LIABILITIES</b>	<b>236.56</b>	<b>1,330,040.00</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	7,922.37	(116,416.63)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
<b>TOTAL EQUITY</b>	<b>7,822.37</b>	<b>4,454,748.98</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,158.93</b>	<b>5,784,788.98</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for March 2017**

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	7,957.42	845,439.60
1080-0000-112200 Accounts Receivable	(2,797.93)	7,124.23
1080-0000-112201 Allowance for Doubtful Accounts	(1,364.31)	(2,496.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	(59,502.89)	(23,828.26)
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	25,790.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	70,048.10	133,119.95
1080-3000-144000 Construction in Progress	-	755,674.55
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	190,189.00
<b>TOTAL ASSETS</b>	<b>9,344.39</b>	<b>5,755,374.12</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	240,509.00
1080-0000-200300 Pension Liability	-	168,844.00
1080-0000-210000 Construction Costs Payable	-	15,772.00
1080-0000-211100 Accounts Payable	12,189.03	20,331.71
1080-0000-211400 Tenant Security Deposits	789.00	37,672.00
1080-0000-211999 Tenant Refunds	(52.00)	1,772.50
1080-0000-212000 Accrued Payroll	-	(581.19)
1080-0000-213400 Utility Accrual	-	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	1,750.00	26,959.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(4,752.85)	431,269.99
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
<b>TOTAL LIABILITIES</b>	<b>9,923.18</b>	<b>978,690.79</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	(578.79)	(306,185.62)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.46
<b>TOTAL EQUITY</b>	<b>(578.79)</b>	<b>4,776,683.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,344.39</b>	<b>5,755,374.12</b>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for March 2017**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(523.42)	551,397.72
1090-0000-112200 Accounts Receivable	(6,605.85)	1,723.56
1090-0000-112201 Allowance for Doubtful Accounts	25.15	(25.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	(48,832.15)	(19,453.53)
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	14,721.48
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	20,765.00	18,922.75
1090-3000-144000 Construction in Progress	865.75	32,147.43
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	-	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	175,297.00
<b>TOTAL ASSETS</b>	<b>(37,093.52)</b>	<b>3,802,401.70</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	148,585.00
1090-0000-200300 Pension Liability	-	311,352.00
1090-0000-210000 Construction Costs Payable	-	14,537.00
1090-0000-211100 Accounts Payable	(878.30)	11,324.00
1090-0000-211400 Tenant Security Deposits	4.50	24,692.50
1090-0000-211999 Tenant Refunds	557.85	6,986.37
1090-0000-212000 Accrued Payroll	-	(501.05)
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	(308.00)	2,468.77
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(1,085.29)	103,777.57
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
<b>TOTAL LIABILITIES</b>	<b>(1,509.24)</b>	<b>640,081.33</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(35,584.28)	(375,708.55)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
<b>TOTAL EQUITY</b>	<b>(35,584.28)</b>	<b>3,162,320.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(37,093.52)</b>	<b>3,802,401.70</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for March 2017**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(59,228.86)	55,238.26
5005-0000-111111 Chase Checking	24,581.06	503,319.07
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(169,980.01)	(65,123.21)
5005-1020-115700 Intercompany	138,193.27	73,364.16
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	59,502.89	23,828.26
5005-1090-115700 Intercompany	48,832.15	19,453.53
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(37,371.47)	11,901.98
5005-8002-115700 Intercompany	65,622.87	1,971.41
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	(1,652.91)	(9,413.45)
5005-8010-115700 Intercompany	(84,484.09)	10,941.37
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	-	777.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	246.00	19,222.94
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	720,783.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	-	(773,927.83)
5005-0000-150102 Investment in OG	1,947.00	209,366.00
5005-0000-150300 Deferred Outflow - MERS	-	122,982.00
<b>TOTAL ASSETS</b>	<u>(13,792.10)</u>	<u>2,501,684.50</u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	140,793.00
5005-0000-200300 Pension Liability	-	105,743.00
5005-0000-210000 Construction Costs Payable	-	10,199.00
5005-0000-211100 Accounts Payable	(9,001.85)	2,519.26
5005-0000-211704 Health Insurance W/H	1,508.47	5,143.73
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213500 Accrued Comp Absences - Curr	-	5,198.82
5005-0000-214000 Accrued Comp Absences - non curr	-	29,459.97
5005-0000-260700 Note Payable Non Curr - Davenport	-	439,714.04
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<u>(7,493.38)</u>	<u>784,952.97</u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	(6,298.72)	1,365,798.24
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<u>(6,298.72)</u>	<u>1,716,731.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>(13,792.10)</u>	<u>2,501,684.50</u>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for March 2017**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8001-0000-11111 Chase Checking	(144,808.78)	254,313.87
8002-0000-11111 Chase Checking	56,488.96	1,125,580.81
8004-0000-11111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	37,371.47	(11,901.98)
8002-5005-115700 Intercompany	(65,622.87)	(1,871.41)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,373.00)	8,887.26
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,881.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	181,076.00
<b>TOTAL ASSETS</b>	<u>(117,946.22)</u>	<u>1,554,669.49</u>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	402,760.00
8001-0000-200300 Pension Liability	-	274,936.00
8001-0000-210000 Construction Costs Payable	-	15,016.00
8001-0000-211100 Accounts Payable	(1,062.20)	9,257.27
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	125.00
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.87
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.80
<b>TOTAL LIABILITIES</b>	<u>(1,062.20)</u>	<u>711,940.74</u>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(107,748.11)	44,680.27
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(9,135.91)	25,610,797.93
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<u>(116,884.02)</u>	<u>842,728.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>(117,946.22)</u>	<u>1,554,669.49</u>

Lansing Housing Commission  
Shelter Plus Care  
Balance Sheet for March 2017

	Period Amount	Balance
<b>ASSETS</b>		
8021-0000-111111 Chase Checking	(514.00)	2,412.01
8021-0000-112500 Accounts Receivable HUD	-	-
8021-5005-115700 Intercompany	-	(777.00)
<b>TOTAL ASSETS</b>	<u>(514.00)</u>	<u>1,635.01</u>
<b>LIABILITIES</b>		
8020-0000-200000 OPEB Liability	-	5,482.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	-
8021-0000-214000 Accrued Comp Absences - non curr	-	-
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>5,482.00</u>
<b>EQUITY</b>		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8021-0000-282000 Income and Expense Clearing	-	942,278.17
8021-8021-282000 Income and Expense Clearing	-	(905,602.16)
<b>TOTAL EQUITY</b>	<u>-</u>	<u>(3,846.99)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>-</u>	<u>1,635.01</u>

Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending March 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 299,285	\$ 324,585	\$ (25,300)	\$ 254,317	\$ 432,780	\$ 108,195
Tenant Revenue - Other	15,624	13,053	2,571	15,338	16,868	3,815
Total Tenant Revenue	<u>\$ 314,909</u>	<u>\$ 337,638</u>	<u>\$ (22,729)</u>	<u>\$ 269,655</u>	<u>\$ 449,648</u>	<u>\$ 112,010</u>
HUD PHA Operating Grants	658,700	717,174	(58,474)	430,358	956,232	239,058
CFP Operational Income	134,735	-	134,735	158,329	-	-
Fraud Recovery and Other	5,256	11,487	(6,231)	95,953	13,516	2,029
Total Operating Revenue	<u>\$ 1,113,600</u>	<u>\$ 1,066,299</u>	<u>\$ 47,301</u>	<u>\$ 954,286</u>	<u>\$ 1,419,396</u>	<u>\$ 353,097</u>
Administrative Salaries	\$ 40,576	\$ 74,767	\$ (34,191)	\$ 45,911	\$ 97,198.00	\$ 22,431.00
Auditing Fees	3,840	8,373	(4,533)	3,063	8,373	-
Management Fees	119,774	80,248	39,526	158,050	106,998	26,749
Bookkeeping Fees	13,193	12,960	233	10,983	17,280	4,320
Employee Benefits Contributions - Admin	20,266	26,618	(6,353)	16,011	35,092	8,473
Office Expenses	31,653	24,848	6,805	20,583	32,522	7,674
Legal	18,064	20,591	(2,527)	9,518	27,320	6,729
Travel	302	-	302	-	-	-
Other	19,938	4,500	15,438	6,674	4,500	-
Tenant Services - Other	9,955	7,200	2,755	2,696	7,900	700
Water	60,119	72,637	(12,518)	52,515	98,538	25,901
Electricity	25,506	37,617	(12,111)	26,561	48,456	10,839
Gas	37,947	41,668	(3,721)	33,275	53,496	11,828
Other Utilities Expense	5,947	5,336	611	7,063	5,336	-
Ordinary Maintenance and Operations - Labor	70,604	121,102	(50,498)	90,104	157,658	36,556
Ordinary Maintenance and Operations - Materials	54,598	62,795	(8,197)	69,016	83,720	20,925
Ordinary Maintenance and Operations - Contract	232,640	149,811	82,829	127,265	197,741	47,930
Employee Benefits Contributions - Ordinary	38,712	45,876	(7,164)	34,245	60,434	14,558
Protective Services - Other Contract Costs	1,479	1,755	(276)	1,414	2,340	585
Property Insurance	25,213	23,685	1,528	21,285	31,580	7,865
Liability Insurance	9,696	9,678	18	3,915	12,904	3,226
Workers Compensation	4,949	4,581	368	3,162	6,108	1,527
All Other Insurance	1,961	1,706	256	1,474	2,274	569
Other General Expenses	57,075	23,652	33,423	95,664	31,536	7,884
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	16,792	15,896	896	-	21,561	5,665
Bad debt - Tenant Rents	7,798	2,191	5,607	4,526	2,629	438
Interest Expense	16,606	14,982	1,624	12,110	19,830	4,848
Total Operating Expenses	<u>\$ 945,203</u>	<u>\$ 895,073</u>	<u>\$ 50,130</u>	<u>\$ 857,083</u>	<u>\$ 1,173,322</u>	<u>\$ 278,249</u>
Net Income (Loss)	<u>\$ 168,397</u>	<u>\$ 171,225</u>	<u>\$ (2,829)</u>	<u>\$ 97,212</u>	<u>\$ 246,073</u>	<u>\$ 74,848</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Hildebrandt**  
**For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 312,807	\$ 330,408	\$ (17,601)	\$ 260,366	\$ 440,184	\$ 109,776
Tenant Revenue - Other	19,975	21,391	(1,416)	21,732	28,324	6,933
Total Tenant Revenue	<u>\$ 332,782</u>	<u>\$ 351,799</u>	<u>\$ (19,017)</u>	<u>\$ 282,098</u>	<u>\$ 468,508</u>	<u>\$ 116,709</u>
HUD PHA Operating Grants	836,887	948,087	(111,200)	464,215	1,264,116	316,029
CFP Operational Income	148,133	-	148,133	224,686	-	-
Fraud Recovery and Other	3,947	6,749	(2,801)	111,554	7,332	583
Total Operating Revenue	<u>\$ 1,321,750</u>	<u>\$ 1,306,635</u>	<u>\$ 15,115</u>	<u>\$ 1,082,553</u>	<u>\$ 1,739,956</u>	<u>\$ 433,321</u>
Administrative Salaries	\$ 49,361	\$ 66,783	\$ (17,422)	\$ 44,033	\$ 86,818	\$ 20,035
Auditing Fees	3,840	8,373	(4,533)	3,063	8,373	-
Management Fees	131,838	87,354	44,485	176,524	116,472	29,118
Bookkeeping Fees	14,581	14,108	474	12,670	18,810	4,703
Employee Benefits Contributions - Admin	19,488	15,598	3,890	15,318	20,451	4,854
Office Expenses	31,901	26,879	5,022	20,676	35,393	8,514
Legal	16,047	17,167	(1,120)	13,929	23,962	6,795
Travel	314	711	(397)	1,692	948	237
Other	(1,370)	10,080	(11,450)	12,345	10,080	-
Tenant Services - Other	6,769	4,000	2,769	2,228	5,700	1,700
Water	89,883	66,906	22,877	62,478	89,208	22,302
Electricity	38,157	22,860	15,297	17,062	29,790	6,930
Gas	35,379	33,000	2,379	21,643	41,500	8,500
Other Utilities Expense	-	-	-	-	11,208	11,208
Ordinary Maintenance and Operations - Labor	77,838	100,042	(22,204)	75,100	131,157	31,115
Ordinary Maintenance and Operations - Material	68,862	92,295	(23,433)	71,563	123,060	30,765
Ordinary Maintenance and Operations - Contract	206,712	172,097	34,615	135,542	229,255	57,158
Employee Benefits Contributions - Ordinary	35,940	47,510	(11,570)	26,228	62,821	15,311
Protective Services - Other Contract Costs	2,843	2,763	80	1,229	3,684	921
Property Insurance	22,436	21,154	1,282	21,456	28,206	7,051
Liability Insurance	8,111	7,880	232	995	10,506	2,627
Workers Compensation	2,628	2,754	(126)	1,768	3,672	918
All Other Insurance	1,904	1,706	199	1,474	2,274	569
Other General Expenses	65,598	95,751	(30,153)	85,974	127,668	31,917
Compensated Absences	-	-	-	-	-	-
Payment In Lieu of Taxes	14,665	19,726	(5,061)	75	25,505	5,779
Bad debt - Tenant Rents	9,153	8,910	243	581	11,880	2,970
Interest Expense	27,677	24,970	2,707	20,183	33,049	8,079
Total Operating Expenses	<u>\$ 980,556</u>	<u>\$ 971,375</u>	<u>\$ 9,180</u>	<u>\$ 845,827</u>	<u>\$ 1,291,450</u>	<u>\$ 320,076</u>
Net Income (Loss)	<u>\$ 341,194</u>	<u>\$ 335,259</u>	<u>\$ 5,935</u>	<u>\$ 236,725</u>	<u>\$ 448,506</u>	<u>\$ 113,246</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 305,921	\$ 308,565	\$ (2,644)	\$ 251,557	\$ 411,420	\$ 102,855
Tenant Revenue - Other	21,197	17,105	4,092	17,326	22,807	5,702
Total Tenant Revenue	<u>\$ 327,117</u>	<u>\$ 325,670</u>	<u>\$ 1,447</u>	<u>\$ 268,883</u>	<u>\$ 434,227</u>	<u>\$ 108,557</u>
HUD PHA Operating Grants	751,092	861,300	(110,208)	636,356	1,148,400	287,100
CFP Operational Income	151,283	-	151,283	176,124	-	-
Fraud Recovery and Other	5,779	6,255	(476)	96,640	8,340	2,085
Total Operating Revenue	<u>\$ 1,235,271</u>	<u>\$ 1,193,225</u>	<u>\$ 42,046</u>	<u>\$ 1,178,003</u>	<u>\$ 1,590,967</u>	<u>\$ 397,742</u>
Administrative Salaries	\$ 57,826	\$ 68,246	\$ (10,420)	\$ 47,359	\$ 88,751	\$ 20,505
Auditing Fees	3,840	8,350	(4,510)	3,063	8,350	-
Management Fees	125,130	84,428	40,702	170,429	112,571	28,143
Bookkeeping Fees	13,733	13,635	98	12,190	18,180	4,545
Employee Benefits Contributions - Admin	18,297	20,911	(2,614)	13,046	27,488	6,577
Office Expenses	29,817	32,448	(2,631)	20,466	43,308	10,860
Legal	18,658	14,247	4,411	13,646	18,996	4,749
Travel	564	889	(325)	1,269	1,270	381
Other	6,412	7,997	(1,585)	16,899	10,662	2,666
Tenant Services - Other	3,100	5,400	(2,300)	2,251	7,200	1,800
Water	49,167	48,095	1,072	33,564	64,127	16,032
Electricity	31,595	28,459	3,136	28,676	37,945	9,486
Gas	32,830	46,824	(13,994)	23,272	52,824	6,000
Other Utilities Expense	11,670	10,986	684	-	11,076	90
Ordinary Maintenance and Operations - Labor	76,601	136,156	(59,555)	92,121	177,435	41,279
Ordinary Maintenance and Operations - Material	99,485	122,424	(22,939)	57,151	163,232	40,808
Ordinary Maintenance and Operations - Contract	215,375	169,827	45,548	118,450	226,754	56,927
Employee Benefits Contributions - Ordinary	49,089	70,372	(21,283)	45,902	93,053	22,682
Protective Services - Other Contract Costs	2,907	2,700	207	2,915	3,600	900
Property Insurance	31,594	29,080	2,514	26,749	38,773	9,693
Liability Insurance	10,159	9,975	185	4,000	13,299	3,325
Workers Compensation	2,662	3,663	(1,001)	2,323	4,884	1,221
All Other Insurance	2,383	1,706	678	1,474	2,274	569
Other General Expenses	70,033	25,866	44,167	89,387	34,416	8,550
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	17,885	16,549	1,336	473	23,318	6,768
Bad debt - Tenant Rents	13,478	9,450	4,028	5,643	12,600	3,150
Interest Expense	16,348	14,749	1,599	11,922	19,522	4,773
Total Operating Expenses	<u>\$ 1,010,637</u>	<u>\$ 1,003,430</u>	<u>\$ 7,207</u>	<u>\$ 844,641</u>	<u>\$ 1,315,908</u>	<u>\$ 312,478</u>
Net Income (Loss)	<u>\$ 224,635</u>	<u>\$ 189,795</u>	<u>\$ 34,840</u>	<u>\$ 333,362</u>	<u>\$ 275,059</u>	<u>\$ 85,264</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 270,843	\$ 317,700	\$ (47,057)	\$ 286,672	\$ 423,600	\$ 105,900
Tenant Revenue - Other	15,463	34,150	(18,687)	27,428	44,750	10,600
Total Tenant Revenue	<u>\$ 286,106</u>	<u>\$ 351,850</u>	<u>\$ (65,744)</u>	<u>\$ 314,100</u>	<u>\$ 468,350</u>	<u>\$ 116,500</u>
HUD PHA Operating Grants	530,223	609,120	(78,897)	539,130	812,160	203,040
CFP Operational Income	132,769	-	132,769	144,946	-	-
Fraud Recovery and Other	7,945	10,989	(3,044)	96,161	14,567	3,578
Total Operating Revenue	<u>\$ 957,042</u>	<u>\$ 971,959</u>	<u>\$ (14,917)</u>	<u>\$ 1,094,338</u>	<u>\$ 1,295,077</u>	<u>\$ 323,118</u>
Administrative Salaries	\$ 94,608	\$ 67,273	\$ 27,335	\$ 15,759	\$ 87,455	\$ 20,182
Auditing Fees	3,840	8,000	(4,160)	3,083	8,000	-
Management Fees	112,724	78,576	34,148	158,588	104,769	26,192
Bookkeeping Fees	12,219	12,690	(471)	11,356	16,920	4,230
Employee Benefits Contributions - Admin	42,159	26,208	15,950	19,577	34,552	8,343
Office Expenses	34,866	27,054	7,812	20,976	35,449	8,395
Legal	22,446	23,600	(1,154)	18,057	33,025	9,425
Travel	692	110	582	252	160	50
Other	4,112	-	4,112	6,577	325	325
Tenant Services - Other	10,857	6,210	4,647	4,364	8,010	1,800
Water	81,410	61,300	20,110	66,742	89,500	28,200
Electricity	60,287	67,200	(6,913)	67,849	99,200	32,000
Gas	36,419	45,000	(8,581)	36,894	51,000	6,000
Other Utilities Expense	1,191	3,880	(2,689)	5,314	4,580	700
Ordinary Maintenance and Operations - Labor	131,425	134,200	(2,775)	98,132	174,880	40,680
Ordinary Maintenance and Operations - Material	63,203	70,460	(7,257)	58,590	100,810	30,350
Ordinary Maintenance and Operations - Contract	165,968	103,430	62,538	64,038	128,180	24,750
Employee Benefits Contributions - Ordinary	54,085	58,287	(4,202)	35,501	76,942	18,655
Protective Services - Other Contract Costs	1,140	6,980	(5,840)	6,840	7,780	800
Property Insurance	13,473	14,137	(664)	13,056	18,849	4,712
Liability Insurance	10,683	10,521	162	4,285	14,029	3,507
Workers Compensation	5,016	3,663	1,353	2,323	4,884	1,221
All Other Insurance	1,405	1,706	(300)	1,474	2,274	569
Other General Expenses	57,769	10,395	47,374	64,860	13,860	3,465
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,270	13,330	(6,060)	378	17,035	3,705
Bad debt - Tenant Rents	19,828	22,500	(2,672)	18,210	30,000	7,500
Interest Expense	3,733	3,368	365	2,722	4,457	1,089
Total Operating Expenses	<u>\$ 1,052,831</u>	<u>\$ 880,080</u>	<u>\$ 172,751</u>	<u>\$ 805,775</u>	<u>\$ 1,166,925</u>	<u>\$ 286,846</u>
Net Income (Loss)	<u>\$ (95,788)</u>	<u>\$ 91,879</u>	<u>\$ (187,667)</u>	<u>\$ 288,563</u>	<u>\$ 128,152</u>	<u>\$ 36,272</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,188,656	\$ 1,281,258	\$ (92,602)	\$ 1,052,912	\$ 1,707,984	\$ 426,726
Tenant Revenue - Other	72,259	85,699	(13,440)	81,824	112,749	27,050
Total Tenant Revenue	<u>\$ 1,260,914</u>	<u>\$ 1,366,957</u>	<u>\$ (106,043)</u>	<u>\$ 1,134,736</u>	<u>\$ 1,820,733</u>	<u>\$ 453,776</u>
HUD PHA Operating Grants	2,776,902	3,135,681	(358,779)	2,070,059	4,180,908	1,045,227
CFP Operational Income	566,920	-	566,920	704,086	-	-
Fraud Recovery and Other	22,927	35,479	(12,552)	400,309	43,754	8,275
Total Operating Revenue	<u>\$ 4,627,664</u>	<u>\$ 4,538,117</u>	<u>\$ 89,547</u>	<u>\$ 4,309,189</u>	<u>\$ 6,045,395</u>	<u>\$ 1,507,278</u>
Administrative Salaries	\$ 242,371	\$ 277,069	\$ (34,698)	\$ 153,062	\$ 360,222	\$ 83,153
Auditing Fees	15,360	33,096	(17,736)	12,253	33,096	-
Management Fees	489,467	330,606	158,861	663,591	440,808	110,202
Bookkeeping Fees	53,726	53,393	334	47,199	71,190	17,798
Employee Benefits Contributions - Administrative	100,209	89,335	10,874	63,951	117,583	28,248
Office Expenses	128,237	111,229	17,008	82,701	146,672	35,443
Legal Expense	75,216	75,605	(389)	55,150	103,303	27,698
Travel	1,871	1,710	161	3,213	2,378	668
Other	29,092	22,577	6,516	42,495	25,567	2,991
Tenant Services - Other	30,681	22,810	7,871	11,538	28,810	6,000
Water	280,579	248,938	31,641	215,299	341,373	92,435
Electricity	155,545	156,136	(590)	140,149	215,391	59,255
Gas	142,576	166,492	(23,916)	115,084	198,820	32,328
Other Utilities Expense	18,808	20,202	(1,394)	12,377	32,200	11,998
Ordinary Maintenance and Operations - Labor	356,468	491,500	(135,032)	355,457	641,129	149,629
Ordinary Maintenance and Operations - Material	286,148	347,974	(61,826)	256,321	470,822	122,848
Ordinary Maintenance and Operations - Contract	820,694	595,165	225,529	445,295	781,930	186,765
Employee Benefits Contributions - Ordinary	177,826	222,045	(44,219)	141,876	293,250	71,205
Protective Services - Other Contract Costs	8,368	14,198	(5,830)	12,398	17,404	3,206
Property Insurance	92,716	88,056	4,661	82,546	117,408	29,352
Liability Insurance	38,650	38,053	596	13,195	50,738	12,684
Workers Compensation	15,254	14,661	593	9,576	19,548	4,887
All Other Insurance	7,655	8,823	(832)	5,895	9,097	2,274
Other General Expenses	250,475	155,664	94,811	335,884	207,480	51,816
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	56,612	65,502	(8,890)	926	87,419	21,917
Bad debt - Tenant Rents	50,257	43,051	7,206	28,960	57,109	14,058
Interest Expense	64,364	58,089	6,295	46,936	76,858	18,789
Total Operating Expenses	<u>\$ 3,989,226</u>	<u>\$ 3,749,958</u>	<u>\$ 239,268</u>	<u>\$ 3,353,327</u>	<u>\$ 4,947,606</u>	<u>\$ 1,197,648</u>
Net Income (Loss)	<u>\$ 638,437</u>	<u>\$ 788,159</u>	<u>\$ (149,722)</u>	<u>\$ 955,862</u>	<u>\$ 1,097,790</u>	<u>\$ 309,630</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 623,718	\$ 603,888	\$ 19,830	\$ 791,813	\$ 759,426	\$ 155,538
Bookkeeping Fees Income	53,725	53,397	328	47,199	71,190	17,793
Fraud Recovery and Other	53,165	83,973	(30,808)	179,808	101,970	17,997
<b>Total Operating Revenue</b>	<b>\$ 730,608</b>	<b>\$ 741,258</b>	<b>\$ (10,650)</b>	<b>\$ 1,018,819</b>	<b>\$ 932,586</b>	<b>\$ 191,328</b>
Administrative Salaries	\$ 226,042	\$ 282,164	\$ (56,122)	\$ 101,076	\$ 351,905	\$ 69,741
Auditing Fees	5,545	8,000	(2,455)	1,198	8,000	-
Employee Benefits Contributions - Admin	51,177	57,008	(5,831)	32,101	74,100	17,092
Office Expenses	25,028	28,139	(3,111)	14,112	35,335	7,196
Legal	2,135	2,000	135	648	3,000	1,000
Travel	1,081	12,650	(11,569)	3,908	16,500	3,850
Other	30,030	25,350	4,680	4,998	32,050	6,700
Tenant Services - Other	61	-	61	564	-	-
Water	681	1,071	(390)	1,673	1,428	357
Electricity	5,883	6,300	(417)	7,077	8,425	2,125
Gas	1,245	1,490	(245)	1,058	1,690	200
Other Utilities Expense	144	-	144	-	-	-
Ordinary Maintenance and Operations - Material	-	1,800	(1,800)	2,750	2,400	600
Ordinary Maintenance and Operations - Contract	9,704	9,381	323	11,434	13,088	3,707
Protective Services - Other Contract Costs	1,537	925	612	362	925	-
Property Insurance	1,169	3,105	(1,936)	2,619	4,141	1,035
Liability Insurance	226	1,048	(822)	893	1,397	349
Workers Compensation	987	2,988	(2,001)	397	3,984	996
All Other Insurance	2,196	7,184	(4,988)	10,304	9,579	2,395
Other General Expenses	43,520	41,973	1,547	52,957	62,314	20,341
Compensated Absences	-	-	-	-	-	-
Interest Expense	8,835	9,126	(291)	8,898	12,024	2,898
<b>Total Operating Expenses</b>	<b>\$ 417,225</b>	<b>\$ 501,703</b>	<b>\$ (84,477)</b>	<b>\$ 259,028</b>	<b>\$ 642,285</b>	<b>\$ 140,582</b>
<b>Net Income (Loss)</b>	<b>\$ 313,383</b>	<b>\$ 239,555</b>	<b>\$ 73,828</b>	<b>\$ 759,791</b>	<b>\$ 290,301</b>	<b>\$ 50,746</b>

**Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending March 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 7,724,324	\$ 7,722,510	\$ 1,814	\$ 6,792,501	\$ 10,273,680	\$ 2,551,170
Other Revenue	4,696	-	4,696	21	-	-
Fraud Recovery and Other	6,382	4,500	1,882	3,995	6,000	1,500
Total Operating Revenue	<u>\$ 7,735,402</u>	<u>\$ 7,727,010</u>	<u>\$ 8,392</u>	<u>\$ 6,796,516</u>	<u>\$ 10,279,680</u>	<u>\$ 2,552,670</u>
Administrative Salaries	\$ 148,587	\$ 249,103	\$ (100,517)	\$ 154,580	\$ 323,834	\$ 74,731
Auditing Fees	27,725	40,000	(12,275)	13,450	40,000	-
Management Fees	134,250	136,013	(1,763)	128,222	181,351	45,338
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	63,804	84,172	(20,369)	49,190	112,010	27,837
Office Expenses	117,486	97,542	19,944	80,619	125,224	27,682
Legal Expense	-	-	-	-	-	-
Travel	920	250	670	1,311	250	-
Other	129,730	22,180	107,550	19,946	28,408	6,228
Tenant Services - Other	-	-	-	-	-	-
Water	209	360	(151)	-	480	120
Electricity	893	1,170	(277)	817	1,560	390
Gas	56	810	(754)	20	940	130
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	-	2,044	(2,044)	-	3,048	-
Ordinary Maintenance and Operations - Contract	24,790	3,114	21,676	9,820	4,152	-
Protective services - Other Contract Costs	261	500	(239)	362	500	-
Property Insurance	-	-	-	313	-	-
Liability Insurance	12,436	11,819	617	4,987	15,759	3,940
Workers Compensation	5,383	3,636	1,747	2,198	4,848	1,212
Other General Expenses	18,871	19,260	(389)	27,621	25,380	6,120
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	6,931,465	6,973,443	(41,978)	5,957,285	9,297,924	2,324,481
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 7,616,866</u>	<u>\$ 7,645,417</u>	<u>\$ (28,552)</u>	<u>\$ 6,450,741</u>	<u>\$ 10,165,668</u>	<u>\$ 2,520,251</u>
Net Income (Loss)	<u>\$ 118,537</u>	<u>\$ 81,593</u>	<u>\$ 36,944</u>	<u>\$ 345,775</u>	<u>\$ 114,012</u>	<u>\$ 32,419</u>



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April 26, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**March 2017 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

There are 20 participants. The FSS Coordinator met with Amber Paxton and Velma Kyser of the Financial Empowerment Center on March 20th to discuss the possibility of transitioning the existing FEC (Financial Empowerment Committee) Partners committee to our PCC (Program Coordinating Committee). On Monday March 27th, Amber sent out an email to all partners discussing this possibility and asked for them to indicate if they were interested by responding to the email. The email discussed what the PCC responsibilities are and the goals and vision of the FSS program. To date only one organization has responded. The FSS Coordinator will be scheduling a meeting to see if a better response may be given. This meeting will be scheduled in May.

The FSS Coordinator has also been attending the orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. There are currently 22 names on the interest list.

Finally, the FSS Coordinator is currently working on ensuring our PIC numbers are correct prior to both the new grant application and our FYE.

### **HCV Orientations:**

LHC had three (3) orientations during the month of March 2017 and issued thirty-six (36) vouchers.

### **Waiting List:**

Zero (0) applications were pulled from the waiting list for the month of March 2017. There are approximately 51 families out searching for approved. 100 applications will be pulled from the waiting list by the end of May.





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### Department Initiatives:

There are 160 active participants in the HUD VASH Program. Ten Veterans are currently searching for housing and 145 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of March.

### Voucher Utilization

February Voucher Program Total Units	1700
February Traditional HCV Utilization	1556
February% Utilized Units	92%

March Voucher Program Total Units	1700
March Traditional HCV Utilization	1565
March % Utilized Units	92%

### Voucher Disbursement

HUD February HAP Disbursement	\$749,737.00
LHC February HAP/UAP Disbursement	\$797,688.00
% Voucher Funding Utilization	106%

HUD March HAP Disbursement	\$749,737.00
LHC March HAP/UAP Disbursement	\$780,553.00
% Voucher Funding Utilization	104%

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 100 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





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### 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 February, a quality control was conducted on nineteen (19) 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.

#### 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 2017.

#### 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. New Utilities allowance schedule will be presented at the March 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 thirteen (13) 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. In May 4 dates will be scheduled to complete the remaining necessary quality controls.





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#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### 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 (35) 24-hour deficiencies and (36) 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 standards 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 2016 FMR's were approved by the Board to take effect 10/01/2016.

#### Payment Standards

PIC Scoring	Internal Scoring
N/A	5





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### 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, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### 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 106%. In an effort to maximize the number of participants that are housed, the program's utilization rate will





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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.

#### 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 35% 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 03/31/2017.





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April 26, 2017

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### SUBJECT:

**March 2017 Asset Management Monthly Report**

### CONTACT PERSON:

Martell Armstrong  
Executive Director

### OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 98% (not including the modernization units) at the end of March. LHC has 98% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 814 (with units in MOD) or 98% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of March. There were five (5) households moved in, zero (0) residents moved out, and two (2) unit transfers. The UML was 197 which equals 98%.

**Hildebrandt Park occupancy** was 98% at the end of March (with one (1) unit in MOD). There was one (1) household moved in, one (1) resident moved out, and one (1) unit transfer. There was one (1) unit in MOD status. The UML was 217 (with units in MOD) which equals 99%.

**LaRoy Froh occupancy** was 97% at the end of March (with one (1) unit in MOD). There was one (1) household moved in, four (4) residents moved out, and one (1) unit transfer. There were one (1) unit in MOD status. The UML was 207 (with units in MOD) which equals 97%.





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**South Washington Park occupancy** was 99% at the end of March. There were five (5) households moved in, one (1) residents moved out, and zero (0) unit transfer. The UML was 196 (with unit in MOD) which equals 99%.

### **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	197	98%	5	0	2	0
Hildebrandt	220	217	99%	1	2	1	1
LaRoy Froh	213	205	96%	1	4	1	1
S. Washington	198	196	99%	5	1	0	0
<b>Totals</b>	<b>833</b>	<b>814</b>	<b>98%</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>1</b>

### **Rent Collection:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 32,414.00	\$ 36,215.92	\$ (3,801.92)	112%
Hildebrandt	\$ 35,628.00	\$ 41,481.65	\$ (5,853.65)	116%
LaRoy Froh	\$ 33,350.00	\$ 43,273.93	\$ (9,923.93)	130%
S. Washington	\$ 26,605.00	\$ 36,156.00	\$ (9,551.00)	136%
<b>Totals</b>	<b>\$ 127,997.00</b>	<b>\$ 157,127.50</b>	<b>\$ (29,130.50)</b>	<b>123%</b>





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**Move Out Analysis:**

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

**Mt. Vernon Vacant Unit Status:**

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3330	Make Ready	4-24-17	Y	Vacant 3/24/17- Securing Contractor
3270	Make Ready	4-17-17	T	Vacant 3/10/17- Rehabbing in house with contractors
3242	Make Ready	4-7-17	T	Vacant 2/27/17 rehabbed in house with contractors





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### Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
1135 Leslie	Make Ready	4/30/2017	No	3/14/2017 – Heavy infestation of roaches. Will have final treatment 4-3-17
3128-D	Make Ready	4/5/2017	Yes	3/6/2017 – contractor in unit
1942 Hoyt	Make Ready	4/10/2017	No, calculating new income	3/27/2017 – Contractor signed agreement 4-3-17
422 Hylewood	MOD Make Ready	4/21/2017	Yes	8/2016 – final stages in MOD RFP will be ready for move in 4-21-17

### LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
72362	MOD due to excessive damage	4/14/17	Transfer	Vacant 10/9/16 Due to Extensive long term tenancy damage took longer to rehab. S&S to be done by 4/13/17.
72508	Make ready	5/1/17	Yes	Vacant 1/31/17 Unit had severe damage and high infestation of roaches. Treatments were two weeks apart and the unit was treated four times. There is still one additional treatment/inspection scheduled on 4/21. To be completed by 5/1/17.
72512	Make ready	5/5/17	Yes	Vacant 3/3/17 Contractor JDK to be completed by 5/4/17.





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72364	Make ready	5/5/17	Yes	Vacant 3/10/17 Contractor JDK to be completed by 5/4/17.
72500	Make ready	5/5/17	Yes	Vacant 3/9/17 Contractor JDK to be completed by 5/4/17.
72426	Make ready	4/18/17	Yes	Vacant 3/23/17 Unit will be turned by Manpower to be completed by 4/14
116044	Make ready	4/19/17	Yes	Vacant 3/27/17 S&S to complete by 4/14/17.

**South Washington Park Vacant Unit Status:**

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10327	Lease Ready	4-10-17	No	Vacant 2/24/17 – securing applicant Original person fell through
10306	Make Ready	4-17-17	No	Vacant 2/22/17- True possession 3/24/2017 securing applicant





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**LHC Board  
Sign-In Sheet  
Date of Meeting: April 26, 2017**

Name	Organization	Phone #	E-mail
Lisa Persons	LHC	517-487-9847	LisaP@Lanshc.org
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Jairne Royal SWP			
Donna "Maasa" Schar SWP	SWP	517-412-8506	cmichiganmaasa966@aol



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Simmy Helling	SJLT	513'8942885	amyfountain706@gmail.com

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