



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

Agenda
Lansing Housing Commission
April 27, 2016

Call to Order.

1. Roll Call.

2. Approval of Minutes of March 23, 2016

3. Action Items:

Resolution 1247- Approval RAD Proposal for South Washington

4. Informational Items.

- | | |
|---|----------------------|
| a. Accounting/Audit Update | Patricia Baines-Lake |
| b. Finance Report March 2016 | Dickey May |
| c. 2014-2015 Annual Certified Audit | Dickey May |
| d. Housing Choice Voucher Report – | Kim Shirey |
| i. Asset Management Report - | Lisa Parsons |
| ii. Mt. Vernon & Scattered Sites AMP 102 | Kris Whipple |
| iii. Hildebrandt & Scattered Sites AMP 103 | Lisa Parsons |
| iv. LaRoy Froh & Scattered Sites AMP 111 | Janell McLeod |
| v. South Washington & Scattered Sites AMP 112 | Rhonda Pagel |
| vi. Modernization Report | Patricia Baines-Lake |
| vii. Recovery Agreement Update | Patricia Baines-Lake |

5. Executive Director's Comments.

6. President's Comments.

7. Public Comment – limit 3 minutes per person.

8. Other Business.

9. Adjournment.





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Minutes of the March 23, 2016 Lansing Housing Commission Meeting

Commissioner Baltimore called the meeting to order promptly at 5:30 p.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners, Robinson, Deschaine and Baltimore.

GUESTS: See the attached sign-in sheet.

STAFF: Patricia Baines-Lake Lisa Parsons
Kim Shirey Kris Whipple
Janell McLeod

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve the minutes of the February Board Meeting (held March 2, 2016). **The Motion was approved by all members present.**

The Annual Plan Hearing was called to order after the roll call. Members of LHC staff provided information regarding the proposed changes in the Admissions and Continued Occupancy Plan and the HCV Administrative Plan. In addition, staff described the proposed uses for the Capital Fund Program. Chairman Baltimore opened the floor to questions and public comments regarding the Annual Plan presentation. There were no comments from the public. As a result Chairman Baltimore closed the public hearing at 6:12 p.m.

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Resolution 1245 - Annual Plan. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Robinson 2nd a motion to approve Resolution No. 1246 – Approval to submit the 2015 Audit to REAC subject to review and approval by the Finance Committee. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Accounting Update	Patricia Baines-Lake
Housing Choice Voucher Report	Kim Shirey
Asset Management	Janell McLeod
Mt. Vernon	Kris Whipple
AMP 104	



Hildebrandt
LaRoy Froh
South Washington
Modernization Report

AMP 103
AMP 111
AMP 112

Lisa Parsons
Lisa Parsons
Janell McLeod
Patricia Baines-Lake

Closed Session. At 6:22 p.m. Commissioner Deschaine moved and Commissioner Robinson 2nd a motion to go into closed session to discuss settlement of a pending lawsuit. At 6:35 p.m. Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to come out of closed session. No action was taken on the pending litigation.

Executive Director's Comments: The Executive Director provided a report which explains the Rental Demonstration Program (RAD). She indicated a recommendation would be forthcoming on LHC's participation in the RAD program.

There being no other business, Commissioner Baltimore adjourned the meeting at 6:43 p.m.





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April 27, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to start the process to redevelop South Washington Apartments including submitting a Rental Assistance Demonstration ("RAD") application to HUD.

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1247, which authorizes Patricia Baines-Lake acting in her capacity as Executive Director of Lansing Housing Commission to evaluate the feasibility of a Rental Assistance Demonstration proposal to redevelop S. Washington Apartments and submit an application to HUD.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's approval to secure resources/partners to determine the best practice approach to redevelop South Washington Park.

BACKGROUND:

The Lansing Housing Commission ("LHC") operates 833 rental units in the City of Lansing. 100% of these units are older than 40 years. LHC conducted a Green Capital Needs Assessment ("GPNA") in 2015. This needs assessment indicated LHC properties were in "fairly good physical condition. However, it also showed the Capital Needs of LHC properties far exceed any foreseeable funding available. As such, in order to continue to provide quality affordable housing LHC must look at funding options to address the physical needs of 40+ year old housing. RAD is the most viable redevelopment funding option if the intent is to maintain a "deep subsidy" (rent based on 30% of income) as an outcome.

Over the next 1-2 years South Washington has the greatest financial need for Capital Improvements. A new boiler system was bid at a cost of 1+ million dollars over 4+ years ago. No other LHC public housing development has a single rehab item with a



comparable replacement cost and potential negative affect associated with system failure. A boiler system failure will affect 188 households. Repairing the boiler without redesigning the structure is not cost effective. There would still be nine (9) entrances and exists. The concrete block design of the units would be unchanged. In short the current property design would continue to be undesirable to most renters. As such, the redesign will probably include a drastic reconfiguration and perhaps demolition of the existing structure.

The envisioned redesign will include many partners, Low Income tax credits, Community Lenders, etc.

RECOMMENDATION

LHC staff recommends we start the process to redevelop South Washington Apartments including submitting a Rental Assistance Demonstration application to HUD as soon as administratively possible.

FINANCIAL CONSIDERATIONS:

Contractor Name: None Selected

Contract Amount: N/A at this time.

Term: 1 year

POLICY CONSIDERATIONS:

The recommended action is consistent with the Board's Fiduciary responsibilities.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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Resolution No. 1247

ADOPTED BY THE LANSING HOUSING COMMISSION

April 27, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to take the actions required to start the process to redevelop South Washington Apartments including submitting a Rental Assistance Demonstration application to HUD. Ms. Baines-Lake will periodically report to the board regarding progress and to obtain approvals as appropriate.


Chair

Yeas 3

Nays 0

Abstentions

Attest

Secretary

For Clerks Use Only

Resolution No: 1247

Date Adopted: 04/27/2016



**Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	109,741.68	1,920,374.36
1010-0000-112200 Accounts Receivable	437.21	6,014.65
1010-0000-112201 Allowance for Doubtful Accounts	3,700.24	(493.66)
1010-0000-112500 Accounts Receivable HUD	(25,760.00)	-
1010-0000-114500 Accrued Interest Receivable	-	233.62
1010-5005-115700 Intercompany	(109,366.01)	(1,261,814.72)
1010-0000-116201 Investments Savings	-	126,427.70
1010-0000-121100 Prepaid Insurance	(7,527.34)	19,419.54
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	137,842.62	766,903.93
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	4,284.12	395,394.06
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	(23,108.15)	(8,547,083.59)
1010-1010-148100 Accumulated Depreciation-Build	(2,939.00)	(52,098.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
TOTAL ASSETS	87,305.37	4,383,295.60
LIABILITIES		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211400 Tenant Security Deposits	495.68	7,872.49
1010-0000-211999 Tenant Refunds	(120.00)	3,123.44
1010-0000-213500 Accrued Comp Absences - Curr	-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes	-	16,071.62
1010-0000-214000 Accrued Comp Absences - non curr	-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC	(2,190.52)	479,883.68
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
TOTAL LIABILITIES	(1,814.84)	1,027,405.85
EQUITY		
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	89,120.21	(53,099.64)
1010-1010-282000 Income and Expense Clearing		(19,356.80)
1010-3000-282000 Income and Expense Clearing		551,356.69
TOTAL EQUITY	89,120.21	3,355,889.75
TOTAL LIABILITES & EQUITY	87,305.37	4,383,295.60

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for March 2016

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	(187.57)	(937.85)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(114,895.41)	(351,754.75)
1020-0000-112200 Accounts Receivable	(898.90)	11,877.71
1020-0000-112201 Allowance for Doubtful Accounts	8,829.67	-
1020-0000-112500 Accounts Receivable HUD	(28,056.00)	-
1020-0000-114500 Accrued Interest Receivable	-	233.62
1020-5005-115700 Intercompany	122,951.57	350,205.54
1020-0000-116201 Investments Savings	-	126,427.70
1020-0000-121100 Prepaid Insurance	(3,495.78)	16,997.79
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	266,487.34	553,140.28
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	(26,562.13)	(10,769,859.06)
1020-1020-148100 Accumulated Depreciation-Build	(4,904.00)	(76,881.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
TOTAL ASSETS	219,268.79	4,538,608.59
LIABILITIES		
1020-0000-200000 OPEB Liability	-	115,195.00
1020-0000-200300 Pension Liability	-	222,539.00
1020-0000-211400 Tenant Security Deposits	1,183.69	16,762.93
1020-0000-211999 Tenant Refunds	(52.00)	5,629.13
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes	-	10,610.76
1020-0000-214000 Accrued Comp Absences - non curr	-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC	(3,650.86)	801,408.77
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
TOTAL LIABILITIES	(2,519.17)	1,227,400.68
EQUITY		
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	221,787.96	(419,015.20)
1020-1020-282000 Income and Expense Clearing		(45,146.00)
1020-3000-282000 Income and Expense Clearing		95,034.61
TOTAL EQUITY	221,787.96	3,311,207.91
TOTAL LIABILITIES & EQUITY	219,268.79	4,538,608.59

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(14,307.08)	486,055.45
1080-0000-112200 Accounts Receivable	736.40	2,168.75
1080-0000-112201 Allowance for Doubtful Accounts	207.27	(292.00)
1080-0000-112500 Accounts Receivable HUD	(27,163.00)	-
1080-0000-112954 Accounts Receivables-Misc	-	(611.25)
1080-0000-114500 Accrued Interest Receivable	-	233.62
1080-5005-115700 Intercompany	30,371.15	554,372.41
1080-0000-116201 Investments Savings	-	126,427.70
1080-0000-121100 Prepaid Insurance	(8,173.57)	22,694.76
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	12,371.76
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	(21,243.91)	(9,592,368.79)
1080-1080-148100 Accumulated Depreciation-Build	(2,893.00)	(52,672.00)
1080-0000-150300 Deferred Outflow - MERS	-	40,017.00
TOTAL ASSETS	(42,465.74)	5,011,521.90
LIABILITIES		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211400 Tenant Security Deposits	(1,188.41)	16,507.62
1080-0000-211999 Tenant Refunds	94.00	2,903.39
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.57
1080-0000-213700 Payment in Lieu of Taxes	-	11,663.96
1080-0000-214000 Accrued Comp Absences - non curr	-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,156.55)	472,964.12
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
TOTAL LIABILITIES	(3,250.96)	1,017,930.80
EQUITY		
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	(39,214.78)	(615,507.89)
1080-1080-282000 Income and Expense Clearing		(26,635.00)
1080-3000-282000 Income and Expense Clearing		156,740.49
TOTAL EQUITY	(39,214.78)	3,993,591.10
TOTAL LIABILITIES & EQUITY	(42,465.74)	5,011,521.90

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	18,649.00
1090-0000-111111 Chase Checking	(9,413.36)	428,123.41
1090-0000-112200 Accounts Receivable	(34.22)	20,656.83
1090-0000-112201 Allowance for Doubtful Accounts	(3,247.20)	(9,237.33)
1090-0000-112500 Accounts Receivable HUD	(25,250.22)	-
1090-0000-114500 Accrued Interest Receivable	-	233.62
1090-5005-115700 Intercompany	33,111.19	485,989.64
1090-0000-116201 Investments Savings	-	126,427.70
1090-0000-121100 Prepaid Insurance	(6,511.17)	14,374.95
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	7,900.00	7,900.00
1090-3000-144000 Construction in Progress	-	15,247.40
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	(18,810.02)	(8,182,569.59)
1090-1090-148100 Accumulated Depreciation-Build	(660.00)	(12,012.00)
1090-0000-150300 Deferred Outflow - MERS	-	36,884.00
TOTAL ASSETS	(22,915.00)	4,083,687.90
LIABILITIES		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211400 Tenant Security Deposits	(211.81)	6,960.27
1090-0000-211999 Tenant Refunds	161.00	10,372.49
1090-0000-213500 Accrued Comp Absences - Curr	-	12,066.60
1090-0000-213700 Payment in Lieu of Taxes	-	22,414.73
1090-0000-214000 Accrued Comp Absences - non curr	-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC	(492.44)	108,282.95
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
TOTAL LIABILITIES	(543.25)	550,415.37
EQUITY		
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	(22,371.75)	11,943.01
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	325,652.02
TOTAL EQUITY	(22,371.75)	3,533,272.53
TOTAL LIABILITES & EQUITY	(22,915.00)	4,083,687.90

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	53,255.28	73,310.72
5005-0000-111111 Chase Checking	(54,826.16)	(31,663.40)
5005-0000-112500 Accounts Receivable HUD	106,229.22	-
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	(2,176.26)
5005-1010-115700 Intercompany	109,366.01	1,261,814.72
5005-1020-115700 Intercompany	(122,951.57)	(350,205.54)
5005-1030-115700 Intercompany	14.65	(6,045.14)
5005-1060-115700 Intercompany	(2,228.19)	(402.00)
5005-1080-115700 Intercompany	(30,371.15)	(554,372.41)
5005-1090-115700 Intercompany	(33,111.19)	(485,989.64)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(72,826.24)	(473,305.57)
5005-8002-115700 Intercompany	72,901.00	439,097.80
5005-8003-115700 Intercompany	850.00	-
5005-8004-115700 Intercompany	(850.00)	482,677.42
5005-8005-115700 Intercompany	-	(26,397.53)
5005-8010-115700 Intercompany	3,046.63	118,387.38
5005-8020-115700 Intercompany	-	(68,450.75)
5005-8021-115700 Intercompany	(18,501.11)	103,502.04
5005-9101-115700 Intercompany	-	48,758.62
5005-0000-121100 Prepaid Insurance	12,394.28	6,124.89
5005-0000-140000 Land	-	190,000.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	(9,112.04)	(746,591.71)
5005-0000-150101 Other Assets	-	-
5005-0000-150102 Investment in OG	-	191,518.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
TOTAL ASSETS	13,279.42	2,234,753.62
LIABILITIES		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	-	4,476.23
5005-0000-211704 Health Insurance W/H	779.84	(3,896.01)
5005-0000-212000 Accrued Payroll	-	3,717.25
5005-0000-213500 Accrued Comp Absences - Curr	-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr	-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport	(3,922.77)	487,694.61
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(3,142.93)	859,945.21
EQUITY		
5005-0000-280100 Invest C		262,161.00
5005-0000-280500 Unrestricted Net Assets		322,679.00
5005-0000-282000 Income and Expense Clearing	16,422.35	1,017,425.89
5005-3000-282000 Income and Expense Clearing		(227,457.48)
TOTAL EQUITY	16,422.35	1,374,808.41
TOTAL LIABILITES & EQUITY	13,279.42	2,234,753.62

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(45,831.88)	33,571.13
8002-0000-111111 Chase Checking	154,830.42	2,032,797.17
8004-0000-111111 Chase Checking	(60,826.33)	(285,116.40)
8001-5005-115700 Intercompany	72,826.24	473,305.57
8002-5005-115700 Intercompany	(72,901.00)	(439,097.80)
8004-5005-115700 Intercompany	850.00	(482,677.42)
8001-0000-121100 Prepaid Insurance	(4,824.02)	6,372.76
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,070.02)
8002-0000-148100 Accumulated Depreciation-Build	(68.42)	(615.78)
8001-0000-150300 Deferred Outflow - MERS		38,100.00
TOTAL ASSETS	44,055.01	1,378,165.21
LIABILITIES		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	-	4,456.54
8002-8002-211100 Accounts Payable	-	2,527.92
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
TOTAL LIABILITIES	-	617,151.20
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	22,170.34	262,629.88
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	81,861.00	20,334,820.46
8002-8002-282000 Income and Expense Clearing	-	(19,353,621.79)
8004-8004-282000 Income and Expense Clearing	(59,976.33)	(767,793.82)
TOTAL EQUITY	44,055.01	761,014.01
TOTAL LIABILITIES & EQUITY	44,055.01	1,378,165.21

**Lansing Housing Commission
Shelter Plus Care
Balance Sheet for March 2016**

	Period Amount	Balance
ASSETS		
8020-0000-111101 General Fund Checking		(75,628.61)
8021-0000-111111 Chase Checking	(25,020.80)	161,475.83
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	68,450.75
8021-5005-115700 Intercompany	18,501.11	(103,502.04)
TOTAL ASSETS	(6,519.69)	126,424.54
LIABILITIES		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	3,995.46
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
TOTAL LIABILITIES	-	9,972.07
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(11,405.86)
8021-0000-282000 Income and Expense Clearing	(6,519.69)	646,951.23
8021-8021-282000 Income and Expense Clearing	-	(554,198.51)
TOTAL EQUITY	(6,519.69)	40,823.86
TOTAL LIABILITIES & EQUITY	(6,519.69)	50,795.93

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 289,658	\$ 277,713	\$ 11,945		\$ 370,284	\$ 92,571
Tenant Revenue - Other	17,220	3,825	13,395		5,100	1,275
Total Tenant Revenue	<u>\$ 306,878</u>	<u>\$ 281,538</u>	<u>\$ 25,340</u>		<u>\$ 375,384</u>	<u>\$ 93,846</u>
HUD PHA Operating Grants	493,369	569,628	(76,259)		759,504	189,876
CFP Operational Income	162,579	-	162,579			-
Fraud Recovery and Other	95,624	21,375	74,249		28,500	7,125
Total Operating Revenue	<u>\$ 1,058,450</u>	<u>\$ 872,541</u>	<u>\$ 185,909</u>		<u>\$ 1,163,388</u>	<u>\$ 290,847</u>
Administrative Salaries	\$ 49,981.74	\$ 81,054.00	\$ (31,072.26)		\$ 108,072.00	\$ 27,018.00
Auditing Fees	3,063	4,086	(1,023)		5,448	1,362
Management Fees	166,781	80,208	86,573		106,944	26,736
Bookkeeping Fees	12,393	12,951	(558)		17,268	4,317
Employee Benefits Contributions - Administrative	19,222	42,975	(23,753)		57,300	14,325
Office Expenses	25,548	6,150	19,398		8,200	2,050
Legal Expense	10,908	12,375	(1,467)		16,500	4,125
Travel	-	533	(533)		710	177
Other	10,506	7,283	3,223		9,710	2,427
Tenant Services - Other	3,208	6,525	(3,317)		8,700	2,175
Water	59,993	72,008	(12,015)		96,010	24,002
Electricity	28,482	24,000	4,482		32,000	8,000
Gas	42,105	63,750	(21,645)		85,000	21,250
Other Utilities Expense	7,092	2,813	4,279		3,750	937
Ordinary Maintenance and Operations - Labor	104,472	85,723	18,749		116,716	30,993
Ordinary Maintenance and Operations - Materials	87,629	76,248	11,381		101,664	25,416
Ordinary Maintenance and Operations - Contract	152,255	98,362	53,893		131,149	32,787
Employee Benefits Contributions - Ordinary	39,100	78,082	(38,982)		106,312	28,230
Protective Services - Other Contract Costs	1,434	1,800	(366)		2,400	600
Property Insurance	24,015	20,181	3,834		26,908	6,727
Liability Insurance	2,872	12,482	(9,610)		16,642	4,160
Workers Compensation	3,670	3,114	556		4,152	1,038
All Other Insurance	1,658	932	726		1,242	310
Other General Expenses	108,502	21,195	87,307		28,260	7,065
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	11,783	(11,783)		15,711	3,928
Bad debt - Tenant Rents	3,656	13,886	(10,230)		18,514	4,628
Interest Expense	13,843	28,580	(14,737)		38,106	9,526
Total Operating Expenses	<u>\$ 982,389</u>	<u>\$ 869,075</u>	<u>\$ 113,310</u>		<u>\$ 1,163,388</u>	<u>\$ 294,313</u>
Net Income (Loss)	<u>\$ 76,061</u>	<u>\$ 3,466</u>	<u>\$ 72,599</u>		<u>\$ -</u>	<u>\$ (3,466)</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 296,850	\$ 302,454	\$ (5,604)		\$ 403,272	\$ 100,818
Tenant Revenue - Other	23,063	25,530	(2,467)		34,040	8,510
Total Tenant Revenue	<u>\$ 319,913</u>	<u>\$ 327,984</u>	<u>\$ (8,071)</u>		<u>\$ 437,312</u>	<u>\$ 109,328</u>
HUD PHA Operating Grants	525,347	620,388	(95,041)		827,184	206,796
CFP Operational Income	224,693	23,476	201,217		31,301	7,825
Fraud Recovery and Other	111,277	7,650	103,627		10,200	2,550
Total Operating Revenue	<u>\$ 1,181,230</u>	<u>\$ 979,498</u>	<u>\$ 201,732</u>		<u>\$ 1,305,997</u>	<u>\$ 326,499</u>
Administrative Salaries	\$ 51,146	\$ 87,051	\$ (35,905)		\$ 122,562	\$ 35,511
Auditing Fees	3,063	4,427	(1,364)		5,902	1,475
Management Fees	186,276	87,354	98,922		116,472	29,118
Bookkeeping Fees	14,245	14,112	133		18,816	4,704
Employee Benefits Contributions - Administrativ	17,440	42,222	(24,782)		59,448	17,226
Office Expenses	25,713	5,625	20,088		7,500	1,875
Legal Expense	16,225	13,950	2,275		18,600	4,650
Travel	1,764	825	939		1,100	275
Other	15,044	9,255	5,789		12,340	3,085
Tenant Services - Other	2,640	5,025	(2,385)		6,700	1,675
Water	68,292	58,125	10,167		77,500	19,375
Electricity	19,158	11,250	7,908		15,000	3,750
Gas	29,052	45,000	(15,948)		60,000	15,000
Other Utilities Expense	-	9,900	(9,900)		13,200	3,300
Ordinary Maintenance and Operations - Labor	71,875	112,463	(40,588)		155,998	43,535
Ordinary Maintenance and Operations - Materia	83,307	106,183	(22,876)		141,577	35,394
Ordinary Maintenance and Operations - Contrac	170,270	137,213	33,057		182,950	45,737
Employee Benefits Contributions - Ordinary	30,404	92,955	(62,551)		128,937	35,982
Protective Services - Other Contract Costs	1,249	2,775	(1,526)		3,700	925
Property Insurance	23,895	21,020	2,875		28,026	7,006
Liability Insurance	145	11,073	(10,928)		14,764	3,691
Workers Compensation	2,073	347	1,726		462	115
All Other Insurance	1,658	1,433	225		1,911	478
Other General Expenses	92,669	21,038	71,631		28,050	7,012
Compensated Absences		-			-	-
Payments in Lieu of Taxes	75	21,020	(20,945)		28,026	7,006
Bad debt - Tenant Rents	(289)	15,123	(15,412)		20,164	5,041
Interest Expense	23,072	27,219	(4,147)		36,292	9,073
Total Operating Expenses	<u>\$ 950,462</u>	<u>\$ 963,980</u>	<u>\$ (13,521)</u>		<u>\$ 1,305,997</u>	<u>\$ 342,014</u>
Net Income (Loss)	<u>\$ 230,768</u>	<u>\$ 15,518</u>	<u>\$ 215,253</u>		<u>\$ -</u>	<u>\$ (15,515)</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 285,503	\$ 292,833	\$ (7,330)		\$ 390,444	\$ 97,611
Tenant Revenue - Other	18,522	20,925	(2,403)		27,900	6,975
Total Tenant Revenue	<u>\$ 304,025</u>	<u>\$ 313,758</u>	<u>\$ (9,733)</u>		<u>\$ 418,344</u>	<u>\$ 104,586</u>
HUD PHA Operating Grants	718,836	600,651	118,185		800,868	200,217
CFP Operational Income	176,124	69,491	106,633		92,655	23,164
Fraud Recovery and Other	96,497	9,750	86,747		13,000	3,250
Total Operating Revenue	<u>\$ 1,295,482</u>	<u>\$ 993,650</u>	<u>\$ 301,832</u>		<u>\$ 1,324,867</u>	<u>\$ 331,217</u>
Administrative Salaries	\$ 51,881	\$ 63,019	\$ (11,138)		\$ 89,332	\$ 26,313
Auditing Fees	3,063	4,427	(1,364)		5,902	1,475
Management Fees	179,903	84,573	95,330		112,766	28,193
Bookkeeping Fees	13,720	13,659	61		18,212	4,553
Employee Benefits Contributions - Administrativ	16,216	25,850	(9,634)		36,644	10,794
Office Expenses	26,196	6,375	19,821		8,500	2,125
Legal Expense	16,622	13,275	3,347		17,700	4,425
Travel	1,526	1,238	288		1,650	412
Other	24,157	7,436	16,721		9,915	2,479
Tenant Services - Other	2,764	3,375	(611)		4,500	1,125
Water	35,524	62,925	(27,401)		83,900	20,975
Electricity	30,475	29,625	850		39,500	9,875
Gas	38,627	64,125	(25,498)		85,500	21,375
Other Utilities Expense	-	10,125	(10,125)		13,500	3,375
Ordinary Maintenance and Operations - Labor	103,452	111,119	(7,667)		152,996	41,877
Ordinary Maintenance and Operations - Materia	75,514	86,498	(10,984)		115,331	28,833
Ordinary Maintenance and Operations - Contrac	148,160	156,375	(8,215)		208,500	52,125
Employee Benefits Contributions - Ordinary	52,657	92,944	(40,287)		127,972	35,028
Protective Services - Other Contract Costs	3,100	3,000	100		4,000	1,000
Property Insurance	30,102	28,589	1,513		38,119	9,530
Liability Insurance	2,925	12,482	(9,557)		16,642	4,160
Workers Compensation	2,731	4,158	(1,427)		5,544	1,386
All Other Insurance	1,658	2,508	(850)		3,344	836
Other General Expenses	96,506	27,863	68,643		37,150	9,287
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	1,414	15,785	(14,371)		21,047	5,262
Bad debt - Tenant Rents	4,772	14,642	(9,870)		19,522	4,880
Interest Expense	13,629	35,384	(21,755)		47,179	11,795
Total Operating Expenses	<u>\$ 977,292</u>	<u>\$ 981,373</u>	<u>\$ (4,082)</u>		<u>\$ 1,324,867</u>	<u>\$ 343,493</u>
Net Income (Loss)	<u>\$ 318,190</u>	<u>\$ 12,275</u>	<u>\$ 305,914</u>		<u>\$ -</u>	<u>\$ (12,276)</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 319,001	\$ 272,214	\$ 46,787		\$ 362,952	\$ 90,738
Tenant Revenue - Other	31,703	43,875	(12,172)		58,500	14,825
Total Tenant Revenue	<u>\$ 350,704</u>	<u>\$ 316,089</u>	<u>\$ 34,615</u>		<u>\$ 421,452</u>	<u>\$ 105,363</u>
HUD PHA Operating Grants	594,182	558,351	35,831		744,468	186,117
CFP Operational Income	144,946	85,469	59,477		113,959	28,490
Fraud Recovery and Other	96,591	8,288	88,303		11,050	2,762
Total Operating Revenue	<u>\$ 1,186,423</u>	<u>\$ 968,197</u>	<u>\$ 218,226</u>		<u>\$ 1,290,929</u>	<u>\$ 322,732</u>
Administrative Salaries	\$ 19,488	\$ 64,507	\$ (45,019)		\$ 88,174	\$ 23,667
Auditing Fees	3,063	4,086	(1,023)		5,448	1,362
Management Fees	168,155	78,615	89,540		104,824	26,209
Bookkeeping Fees	12,714	12,699	15		16,929	4,230
Employee Benefits Contributions - Administrativ	22,165	47,809	(25,644)		65,350	17,541
Office Expenses	23,706	3,750	19,956		5,000	1,250
Legal Expense	20,257	14,625	5,632		19,500	4,875
Travel	252	375	(123)		500	125
Other	8,027	6,705	1,322		8,940	2,235
Tenant Services - Other	5,476	3,375	2,101		4,500	1,125
Water	66,742	88,425	(21,683)		117,900	29,475
Electricity	67,849	82,500	(14,651)		110,000	27,500
Gas	44,235	51,000	(6,765)		68,000	17,000
Other Utilities Expense	5,365	7,800	(2,435)		10,400	2,600
Ordinary Maintenance and Operations - Labor	85,598	114,741	(29,143)		156,615	41,874
Ordinary Maintenance and Operations - Materia	67,847	67,178	669		89,571	22,393
Ordinary Maintenance and Operations - Contrac	113,619	100,388	13,231		133,850	33,462
Employee Benefits Contributions - Ordinary	40,833	77,139	(36,306)		105,291	28,152
Protective Services - Other Contract Costs	6,860	11,250	(4,390)		15,000	3,750
Property Insurance	14,685	13,454	1,231		17,939	4,485
Liability Insurance	3,150	12,482	(9,332)		16,642	4,160
Workers Compensation	2,731	4,158	(1,427)		5,544	1,386
All Other Insurance	1,658	1,934	(276)		2,579	645
Other General Expenses	73,864	23,813	50,051		31,750	7,937
Compensated Absences		-			-	-
Payments in Lieu of Taxes	473	8,130	(7,658)		10,840	2,710
Bad debt - Tenant Rents	17,246	13,611	3,635		18,148	4,537
Interest Expense	3,112	46,271	(43,159)		61,695	15,424
Total Operating Expenses	<u>\$ 899,168</u>	<u>\$ 960,820</u>	<u>\$ (61,652)</u>		<u>\$ 1,290,929</u>	<u>\$ 330,109</u>
Net Income (Loss)	<u>\$ 287,255</u>	<u>\$ 7,377</u>	<u>\$ 279,878</u>		<u>\$ -</u>	<u>\$ (7,377)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,191,012	\$ 1,145,214	\$ 45,798		\$ 1,526,952	\$ 381,738
Tenant Revenue - Other	90,507	94,155	(3,648)		125,540	31,385
Total Tenant Revenue	<u>\$ 1,281,519</u>	<u>\$ 1,239,369</u>	<u>\$ 42,150</u>		<u>\$ 1,652,492</u>	<u>\$ 413,123</u>
HUD PHA Operating Grants	2,331,734	2,349,018	(17,284)		3,132,024	783,006
CFP Operational Income	708,343	178,436	529,907		237,915	59,479
Fraud Recovery and Other	399,989	47,063	352,926		62,750	15,687
Total Operating Revenue	<u>\$ 4,721,585</u>	<u>\$ 3,813,886</u>	<u>\$ 907,699</u>		<u>\$ 5,085,181</u>	<u>\$ 1,271,295</u>
Administrative Salaries	\$ 172,497	\$ 295,631	\$ (123,134)		\$ 408,140	\$ 112,509
Auditing Fees	12,253	17,026	(4,774)		22,700	5,674
Management Fees	701,115	330,750	370,365		441,006	110,256
Bookkeeping Fees	53,072	53,421	(350)		71,225	17,804
Employee Benefits Contributions - Administrativ	75,043	158,856	(83,813)		218,742	59,886
Office Expenses	101,163	21,900	79,263		29,200	7,300
Legal Expense	64,012	54,225	9,787		72,300	18,075
Travel	3,542	2,971	571		3,960	989
Other	57,733	30,679	27,054		40,905	10,226
Tenant Services - Other	14,088	18,300	(4,212)		24,400	6,100
Water	230,551	281,483	(50,932)		375,310	93,827
Electricity	145,964	147,375	(1,411)		196,500	49,125
Gas	154,018	223,875	(69,857)		298,500	74,625
Other Utilities Expense	12,457	30,638	(18,181)		40,850	10,212
Ordinary Maintenance and Operations - Labor	365,397	424,046	(58,649)		582,325	158,279
Ordinary Maintenance and Operations - Materia	314,297	336,107	(21,810)		448,143	112,036
Ordinary Maintenance and Operations - Contrac	584,302	492,338	91,964		656,449	164,111
Employee Benefits Contributions - Ordinary	162,994	341,120	(178,126)		468,512	127,392
Protective Services - Other Contract Costs	12,643	18,825	(6,182)		25,100	6,275
Property Insurance	92,698	83,244	9,454		110,992	27,748
Liability Insurance	9,092	48,519	(39,427)		64,690	16,171
Workers Compensation	11,205	11,777	(572)		15,702	3,925
All Other Insurance	6,632	6,807	(175)		9,076	2,269
Other General Expenses	371,541	93,909	277,632		125,210	31,301
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	1,962	56,718	(54,757)		75,624	18,906
Bad debt - Tenant Rents	25,384	57,262	(31,878)		76,348	19,086
Interest Expense	53,656	137,454	(83,798)		183,272	45,818
Total Operating Expenses	<u>\$ 3,809,311</u>	<u>\$ 3,775,256</u>	<u>\$ 34,055</u>		<u>\$ 5,085,181</u>	<u>\$ 1,309,925</u>
Net Income (Loss)	<u>\$ 912,274</u>	<u>\$ 38,630</u>	<u>\$ 873,644</u>		<u>\$ -</u>	<u>\$ (38,630)</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fee	\$ 844,355	\$ 330,750	\$ 513,605		\$ 441,000	\$ 110,250
Bookkeeping Fee	53,072	84,309	(31,238)		112,097	27,788
Other Revenue	183,308	226,608	(43,300)		282,144	55,536
Total Operating Revenue	<u>\$ 1,080,734</u>	<u>\$ 641,667</u>	<u>\$ 439,067</u>		<u>\$ 835,241</u>	<u>\$ 193,574</u>
Administrative Salaries	\$ 114,189	\$ 96,300	\$ 17,889		\$ 128,400	\$ 32,100
Auditing Fees	2,690	3,405	(715)		4,540	1,135
Employee Benefits Contributions - Administrativ	46,470	54,387	(7,917)		72,516	18,129
Office Expenses	16,368	5,184	11,184		6,912	1,728
Legal Expense	973	7,500	(6,527)		10,000	2,500
Travel	6,912	3,750	3,162		5,000	1,250
Other	13,011	902	12,109		1,203	301
Tenant Services - Other	564	-	564		-	-
Water	1,804	4,545	(2,741)		6,060	1,515
Electricity	8,046	22,500	(14,454)		30,000	7,500
Gas	1,198	3,750	(2,552)		5,000	1,250
Other Utilities Expense		5,676	(5,676)		7,568	1,892
Ordinary Maintenance and Operations - Materia	2,773	9,045	(6,272)		12,060	3,015
Ordinary Maintenance and Operations - Contrac	11,434	13,053	(1,619)		17,404	4,351
Protective Services - Other Contract Costs	362	2,051	(1,689)		2,735	684
Property Insurance	1,018	11,622	(10,604)		15,496	3,874
Liability Insurance	1,005	968	37		1,290	322
Workers Compensation	481	2,862	(2,381)		3,816	954
All Other Insurance	11,168	269	10,899		359	90
Other General Expenses	60,107	333,662	(273,555)		444,882	111,220
Compensated Absences	-	-	-		-	-
Interest Expense	9,976	45,000	(35,024)		60,000	15,000
Total Operating Expenses	<u>\$ 310,551</u>	<u>\$ 626,431</u>	<u>\$ (315,880)</u>		<u>\$ 835,241</u>	<u>\$ 208,810</u>
Net Income (Loss)	<u>\$ 770,183</u>	<u>\$ 15,236</u>	<u>\$ 754,947</u>		<u>\$ -</u>	<u>\$ (15,236)</u>

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 7,659,320	\$ 7,810,790	\$ (151,470)		\$ 10,414,386	\$ 2,603,596
Other Revenue	8	18,750	(18,743)		25,000	6,250
Fraud Recovery	4,805	9,000	(4,195)		12,000	3,000
Total Operating Revenue	<u>\$ 7,664,132</u>	<u>\$ 7,838,540</u>	<u>\$ (174,408)</u>		<u>\$ 10,451,386</u>	<u>\$ 2,612,846</u>
Administrative Salaries	\$ 158,595	\$ 210,321	\$ (51,726)		\$ 284,595	\$ 74,274
Auditing Fees	13,450	13,620	(170)		18,160	4,540
Management Fee	144,401	124,311	20,090		165,748	41,437
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrativ	50,447	107,265	(56,818)		145,142	37,877
Office Expenses	102,138	5,850	96,288		7,800	1,950
Legal Expense	-	8,250	(8,250)		11,000	2,750
Travel	2,568	450	2,118		600	150
Other	21,254	28,725	(7,471)		38,300	9,575
Tenant Services - Other	-	-	-		-	-
Water	-	1,275	(1,275)		1,700	425
Electricity	817	16,950	(16,133)		22,600	5,650
Gas	20	3,750	(3,730)		5,000	1,250
Other Utilities Expense	-	300	(300)		400	100
Ordinary Maintenance and Operations - Contrac	19,912	-	19,912		-	-
Protective services - Other Contract Costs	362	-	362		-	-
Property Insurance	313	-	313		-	-
Liability Insurance	3,713	11,075	(7,362)		14,767	3,692
Workers Compensation	2,602	5,643	(3,041)		7,524	1,881
Other General Expenses	22,447	60,428	(37,981)		80,570	20,142
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	6,721,088	7,189,236	(468,148)		9,585,648	2,396,412
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 7,264,126</u>	<u>\$ 7,787,449</u>	<u>\$ (523,323)</u>		<u>\$ 10,389,554</u>	<u>\$ 2,602,105</u>
Net Income (Loss)	<u>\$ 400,006</u>	<u>\$ 51,091</u>	<u>\$ 348,915</u>		<u>\$ 61,832</u>	<u>\$ 10,741</u>

Lansing Housing Commission
Budget vs. Actual
Shelter Plus Care
For the Period Ending March 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 287,167	\$ 257,990	\$ 29,177		\$ 343,986	\$ 85,996
			-			-
Total Operating Revenue	<u>\$ 287,167</u>	<u>\$ 257,990</u>	<u>\$ 29,177</u>		<u>\$ 343,986</u>	<u>\$ 85,996</u>
Administrative Salaries	\$ 10,401	\$ -	\$ 10,401		\$ -	\$ -
Auditing Fees	-	-	-		-	-
Management Fee	-	-	-		-	-
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrativ	-	-	-		-	-
Office Expenses	-	-	-		-	-
Legal Expense	-	-	-		-	-
Travel	-	-	-		-	-
Other	-	-	-		-	-
Tenanat Services - Other	-	-	-		-	-
Water	-	-	-		-	-
Electricity	-	-	-		-	-
Gas	-	-	-		-	-
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Contrac	-	-	-		-	-
Protective services - Other Contract Costs	-	-	-		-	-
Property Insurance	-	-	-		-	-
Liability Insurance	-	-	-		-	-
Workers Compensation	-	-	-		-	-
Other General Expenses	-	-	-		-	-
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	235,942	257,990	(22,048)		343,986	85,996
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 246,344</u>	<u>\$ 229,324</u>	<u>\$ (11,646)</u>		<u>\$ 343,986</u>	<u>\$ 85,996</u>
Net Income (Loss)	<u>\$ 40,824</u>	<u>\$ -</u>	<u>\$ 40,824</u>		<u>\$ -</u>	<u>\$ -</u>



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

April 27, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Jennifer Burnette
HCV Coordinator

Family Self Sufficiency:

There are 21 participants. LHC has four (4) applicants and is meeting with them to initiate contracts effective June 1, 2016 to bring our total program participation to 25. Additional outreach is continuing by sending documents with all monthly annual recertification's as well as making documents available for walk-in participants. This will continue until we meet our goal of 38 total participants.

HCV Orientations:

LHC had no orientations during the month of March.

Waiting List:

The waiting list is closed. The remaining 100 applicants were pulled from the waiting list on February 15, 2016. HCV anticipates opening the waiting list in April/May 2016.

Department Initiatives:

During this reporting period, the Housing Choice Voucher department activities continue as follows:

The HCV Department continues to finalize all waitlist applications that have been pulled. There are 148 active participants in the HUD VASH Program. Twenty-three Veterans are currently searching for housing and 125 Veterans are housed. Two (2) 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	1437
February % Utilized Units	85%

March Voucher Program Total Units	1700
March Traditional HCV Utilization	1439
March % Utilized Units	85%

Voucher Disbursement

HUD February HAP Disbursement	\$657,881
LHC February HAP/UAP Disbursement	\$762,908
% Voucher Funding Utilization	116%

HUD March HAP Disbursement	\$777,615
LHC March HAP/UAP Disbursement	\$738,975
% Voucher Funding Utilization	95%

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether the 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 15 of the possible 15 points for this indicator by the end of the fiscal year which is June 30, 2016.

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 March a quality control was conducted on six (6) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive 20 of the possible 20 points for this indicator by the end of the fiscal year which is June 30, 2016.

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 the LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review. Based on the internal review, LHC has 20 points out of 20 are self-scored, as zero (0) file reviews were conducted for the month of March. LHC is required to complete 26 file reviews over the course of the fiscal year. Therefore, the LHC is on track to receive 20 out of the possible 20 points for this indicator at the end of the fiscal year which is June 2016.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 1/1/16. 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 which is June 30, 2016.

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 44 have been 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 for this indicator by the end of the fiscal year which is June 30, 2016.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit that 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 (25)



twenty-five 24-hour deficiencies and (47) forty-seven 30-day deficiencies. All were 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, 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. LHC records indicate a five (5) out of a possible five (5) points will be received.

2016 FMR's were approved by the Board to take effect 3/1/16.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if the LHC has completed a reexamination for each participating family at least every 12 months. As of March 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. 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) point for this indicator by the end of the fiscal year which is June 30, 2016.

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 for this indicator by the end of the fiscal year which is June 30, 2016.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 94%. 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.

Program Utilization

PIC Scoring	Internal Scoring
N/A	0



Indicator 14-Family Self Sufficiency

The Family Self Sufficiency (FSS) Program has 38 mandatory slots, 11 slots/households or (29%) are enrolled. SEMAP certification requires 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 five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 73% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (5). LHC's internal rating is five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 3/31/16





419 Cherry Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

April 27, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% (not including the modernization units) at the end of March; LHC is at 97% with the units that are calculated in Modernization status for the Kitchen and Baths. LHC Unit Months Leased ("UML") was a total of 794, giving us a 95% occupancy rate. LHC continues to strive to increase our occupancy level to 98% or higher.

Mt. Vernon Park occupancy was 96% at the end of March. All 15 Kitchen and Bath units are completed and are leased up. There were six (6) move in's, three (3) unit transfers and two (2) residents moved out. The March waiting list that was open at Mt. Vernon closed with a total of 260 applicants. Ten applicants are approved and ready to move in when vacant units become available. The UML was 195 which equals a 97% UML occupancy rate.

Hildebrandt Park occupancy was 95% at the end of March. With the six (6) kitchens and bath units still in MOD status the occupancy rate is at 98%. Three (3) residents moved out and two (2) new residents moved in during the month of March. All vacated units at Hildebrandt Park will be turned over to Metro Development, and included in the modernization count. The waitlist households will fill the vacant units at Forest/Hoyt and scattered sites. Hildebrandt Park continues to pull names from the waiting list in order to create a pool of applicants prepared to move-in. The UML was 195 which equals a 97% UML occupancy rate.

LaRoy Froh occupancy was 94% at the end of March. With the four (4) units that have long term water issues and one (1) fire unit LaRoy Froh occupancy is at 97%. One (1) new resident moved in and three (3) residents moved out. Seven (7) applicants have



been given unit offers, to move when the unit is completed. These seven (7) units will be rented by 5-10-16. The UML was 201 which equals a 94% UML rate.

South Washington Park occupancy was 95% at the end of March. There are 10 vacant units. Eight (8) residents moved out and 13 new households moved in. Staff is pulling names from the waiting list to create a pool of applicants that are approved to move-in fill the current and future vacancies. The UML was 187 which equals a 94% UML rate.

Mt. Vernon Park had 252 open work orders as of March 31, 2016. The current focus is on completing the oldest work orders and on items noted in the REAC QC inspection, in addition to preparing for another REAC inspection projected this summer. 102 work orders were closed in March, mostly related to the City Inspections.

Hildebrandt Park had 360 open work orders as of March 31, 2016, which includes annual, routine, city inspections, REAC and, other work orders. There were 70 new work orders created in March and the maintenance team closed 75 work orders during the month. This is an increase of 10 work orders closed from last month. The maintenance team is focusing on closing out work orders. The plan to reduce the work orders is going to have both maintenance staff complete all new work orders within 48 hours, and have a daily assignment of old work orders that will need to be completed that day as well. This is a plan in progress, and will be reviewed daily to ensure the goals are being met and a weekly "report card" will be used in a one on one review for the progress or redirection staff meeting

LaRoy Froh had 218 open work orders as of March 31, 2016. The number of outstanding work orders is not acceptable. A new Asset Manager has recently been assigned to LaRoy Froh. She will develop a plan to address this issue. Next month's board report will include an explanation on how LHC will reduce the LaRoy Froh outstanding work orders.

South Washington Park had 86 open work orders at the end of March 31, 2016. This is an increase of 10 from last month. During the month of March maintenance staff was short due to vacation time. In addition to maintaining the work orders, the team is on deck keeping the building clean and rehabbing units.

Site	Total Number of Units	Total Occupied Units	TARS Occupied 1st day of month	Gross Occupancy	TARS Rate	Move Ins	Move Outs	Transfer Units
Mt Vernon	202	193	195	96%	97%	6	2	2
Hildebrandt	220	210	211	95%	96%	2	3	0
LaRoy Froh	213	201	201	94%	94%	1	3	0
S. Washington	198	189	187	95%	94%	13	8	3



Totals	833	793	794	95%	95%	22	16	0
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Work orders	Open		Emergencies	Open
Mt. Vernon	252		Mt. Vernon	36
Hildebrandt	360		Hildebrandt	21
LaRoy Froh	218		LaRoy Froh	28
S. Washington	86		S. Washington	26
Totals	916		Totals	111

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$ 36,563.00	\$ 2,138.00	\$ 34,425.00	94%
Hildebrandt	220	\$ 35,545.00	\$ 4,869.00	\$ 30,676.00	86%
LaRoy Froh	213	\$ 35,029.00	\$ 4,061.75	\$ 30,967.25	88%
South Washington	198	\$ 30,627.00	\$ 2,675.00	\$ 27,952.00	91%
Totals	833	\$137,764.00	\$ 13,743.75	\$ 124,020.25	90%

Mt. Vernon Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
3264 Waverly	Lease Ready	04/11/16	Not at time of report, offer was accepted 04/07/16	Vacant since 12/22/15 Offered twice one move in was cancelled on lease up date of 04/01/16
3350 Waverly	Make Ready	04/29/16	Unit Transfer	Vacant since 03/01/16
4248 Glenburne	Make Ready	04/29/16	Yes	Vacant Since 03/01/16
3220 Waverly	Make Ready	04/15/16	No	Vacant Since 03/01/16
4309 Glenburne	Make Ready	04/11/16	Yes	Vacant since 03/07/16



3520 Waverly	Make Ready	04/29/16	DHS is providing	Vacant since 03/11/16 Needs all cast iron plumbing replaced
506 Chestnut	Make Ready	04/29/16	Unit transfer	Vacant Since 03/11/16

Hildebrandt Park Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
3124-A Turner	Lease Ready	4-8-16	Yes	Kitchen and Bath Unit (Fire)
3118-D Turner	Make Ready	5-1-16	No	Kitchen and Bath Unit
3214-A Turner	Make Ready	6-1-16	No	Kitchen and Bath Unit
3204-E Turner	Lease Ready	4-8-16	No-for HARA applicant	Kitchen and Bath Unit
315 Hylewood	2 basement dry companies will be reviewing 2 units for alternative options for not requesting demolition of the units on Friday 4-22-16.			
319 Hylewood				
3130-B Turner	Make Ready	6-1-16	No	Kitchen and Bath Unit
636 S Turner	Lease Ready	4-10-16	No	
3202-D Turner	Make Ready	5-1-16	No	Kitchen and Bath Unit

LaRoy Froh Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
2615 Dunlap	5 bed unit Demo Dispo 5 bed unit Demo Dispo 5 bed unit Demo Dispo 2 basement dry companies will be reviewing 2 units for alternative options for not requesting demolition of the units on Friday 4-22-16			
5022 Starr				
5018 Starr				
6519 Sommerset	Fire unit			Architect/Design Incomplete
1109 Ferley	Make Ready	4-30-16	No	
6042 Haag	Make Ready	5-10-16		30 day notice from other site
314 Dadson	Make Ready	5-10-16	No	Unit Transfer



2511 Dunlap	Make Ready	5-10-16	No	Unit Transfer
6038 Haag	Make Ready	4-30-16	No	30 day notice from other site
2332 Reo	Make Ready	5-10-16	No	Final Unit offer
2368 Reo	Make Ready	5-10-16		1 st Unit offer
400 Dadson	Make Ready	5-10-16		1 st Unit Offer

South Washington Park Unit Status:

Unit	Make ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10220	Make Ready	5/15/16	N	Processing Applications from "new" waiting list and continuous move outs.
10228	Make Ready	5/15/16	N	same
10309	Make Ready	5/15/16	N	same
10313	Ready	5/1/16	N	same
10430	Make Ready	5/15/16	N	same
10435	Ready	5/1/16	N	same
10505	Ready	5/1/16	N	same
10514	Make Ready	5/15/16	N	same
10531	Make Ready	5/15/16	N	same
53619	Make Ready	5/15/16	N	same





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April 27, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

March 2016 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

This report provides an overview of the April modernization activities for LHC properties.

South Washington Park

Hobbs & Black assessed the work needed to replace the front entry door. A design has been completed as an option to continuously repairing the existing door. LHC will seek three (3) bids to determine the actual cost of replacement.

Mt. Vernon-

The contract for Mt. Vernon Kitchen and Bath remodel project continues. All units have been released and occupied. The final construction draw request is being processed.

Hildebrandt-

Kitchen and bath remodels continue as units on site are vacated. Gutter and Downspout replacement is nearing the final stages. Grading improvements are nearing completion as well.

LaRoy Froh-

The contractor is gearing up to rehab the kitchens and baths with residents in place. Permits have been pulled, preliminary setup activity has begun and materials ordered.





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**LHC Board
Sign-In Sheet
Date of Meeting: April 27, 2016**

Name	Organization	Phone #	E-mail
Marvin Ellis	LHC	517-234-0572	marvine@lanshc.org
Tom Barry	LHC	517-862-0842	TOMB@LANHC.ORG
Victoria Laduke	LHC	517-372-7145	Vladuke@lanshc.org
Lisa Peters	LHC	517-487-8647	Lisap@casecheg
Kris Whipple	LHC	517-321-6054	Krisw@lanshc.org
Kim Shires	LHC	487-0242	Kims@lanshc.org
Marcus Hardy	LHC	517-862-0855	marcush@Lanshc.org
Bryan Beverly	Lansing BOE	517.505.6411	bryan.beverly@lansing.schools.net

