



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**AGENDA**  
**LANSING HOUSING COMMISSION**  
**August 22, 2012**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of June 27, 2012.
4. Action Items
  - a. Resolution #1154 - Approval to Extend the Audit Contract between The Lansing Housing Commission and The Reznick Group
  - b. Resolution #1155- Approval to submit Annual SEMAP Certification
  - c. Resolution #1156 Approval of Resident Account Write offs thru July 1, 2012-August 1, 2012
5. Informational Items.
  - a. Girl Scouts Activities
  - b. Financial Reports - Ramiro Salazar
    - i. COCC
    - ii. Low Income Public Housing
    - iii. Housing Choice Voucher
  - c. Housing Choice Voucher Report – Kendra Schmidtman
  - d. Modernization Report
  - e. Asset Management Report
    - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
    - ii. Hildebrandt AMP 103 Rhonda Pagel
    - iii. LaRoyFroh AMP 111 Lisa Parsons
    - iv. South Washington AMP 112 Janell McLeod
  - f. Asset Management Report
6. Executive Director's Quarterly Report and Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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**MINUTES OF THE JUNE 27, 2012  
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, and Beverly.

GUESTS: None

STAFF:	Patricia Baines-Lake	Forrest Babcock
	Ramiro Salazar	Kendra Schmidtman
	Lisa Parsons	Rhonda Pagel
	Janell Mcleod	Terrion Maxwell

The meeting was called to order by Chairman Tony Baltimore promptly at 5:30 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve the minutes of the June 27, 2012 Board Meeting. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2<sup>nd</sup> a motion to approve Resolution 1150 – Approval Resident Account Write offs thru June 30, 2012. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2<sup>nd</sup> a motion to approve Resolution 1151 – Approval of 2012-2013 Annual Budget. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2<sup>nd</sup> a motion to approve Resolution 1152 – Authorization to enter into an Agreement to Purchase Central Office Property. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve Resolution 1153 -- Appointment of Acting Board of Director's Secretary. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports	Ramiro Salazar
Asset Management Report	Forrest Babcock
Capital Fund Report	Forrest Babcock
Mt. Vernon & Scattered Sites AMP 102-104	Lisa Parson



Hildebrandt                      AMP 103  
LaRoy Froh                      AMP 111  
South Washington              AMP 112  
Housing Choice Voucher Report

Rhonda Pagel  
Janell McLeod  
Lisa Parsons  
Kendra Schmidtman

The Executive Director had no comments

There were no Public Comments.

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> a motion to adjourn the meeting at 6:45 p.m. **The motion passed unanimously.**

There being no more business, President Baltimore adjourned the meeting at 6:45





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**August 22, 2012**

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to Exercise a 2nd One-Year Option to Extend the Audit Contract  
between the Lansing Housing Commission and The Reznick Group – Resolution  
No. 1154**

**RECOMMENDATIONS:**

Staff recommends adoption of Resolution No. #1154, which exercises a one-year option to renew the audit contract for the 2012 audit year.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372-7996

**SUMMARY:**

This contract amendment is necessary in order to authorize The Reznick Group to complete LHC 2012 Annual Certified Audit as required by the U. S. Department of Housing and Urban Development.

**BACKGROUND:**

The Lansing Housing Commission entered into a 3-year contract with two additional one-year options with The Reznick Group to complete annual certified audits for LHC, which are compliant with HUD regulations, for years 2008, 2009, 2010, 2011, and 2012. LHC has been very satisfied with the audit work performed by Reznick during the past four audit years and would like to extend the contract for the one additional audit year.

Resolution No.1154

If the Board approved this one-year extension, at the end of this audit year LHC is required to rebid the audit services. We will issue a new RFP for audit services commencing with the 2013 audit year.



**FINANCIAL CONSIDERATIONS:**

Original Contract	\$78,500.00
Projected out of pocket expenses	+\$20,150.00
Sub-Total	\$98,650.00
Change Order # 1	\$5,000.00

Actual Payments to Date	
Projected 2012 Audit Costs	\$18,250.00

The cost of this contract will be distributed between the AMPS, COCC and LIPH.

**POLICY CONSIDERATIONS:**

This action is consistent with LHC practices.

Respectfully submitted:



Patricia A. Baines-Lake, Secretary to the Board  
Lansing Housing Commission





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**RESOLUTION NO. 1154**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**August 22, 2012**

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

The Executive Director is authorized to exercise the one-year contract extension option covering the 2012 audit year. The base contract rate for this option is \$16,900.00 plus out-of-pocket expenses not to exceed \$3,250.00.

Moved: Greg Frens Seconded: Ben Bakken

Ayes: 4 Nays: 0

Absent: 0

Tony Baltimore  
Tony Baltimore, Chair

Attest: [Signature]  
Secretary

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For Clerk Use Only

**Resolution No. 1154**  
**Date Adopted 08/22/2012**







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**August 22, 2012**

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to Submit the Lansing Housing Commission's 2012 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1155**

**RECOMMENDATION:**

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to submit LHC's 2012 SEMAP score to HUD.

**CONTACT PERSON:**

Kim Shirey  
Housing Choice Voucher Coordinator

**SUMMARY:**

This resolution authorizes LHC to submit its SEMAP self-certified score to the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 985.101.

**BACKGROUND:**

24 CFR sec 985.101 requires PHAs that administer a Housing Choice Voucher tenant-based rental assistance program to submit an annual SEMAP Self Certification to HUD within 60 days after the end of the fiscal year. PHA's must obtain Board approval prior to submission of the SEMAP Certification.

PHAs, which do not submit their SEMAP score within the 60-day timeframe, will be designated as a "troubled agency" which leads to corrective actions taken by HUD. These corrective actions could be but are not limited to onsite HUD audits, sanctions, and /or, various other additional requirements as set forth by the HUD field office.

In order to complete the self-certification for SEMAP, the PHA must evaluate its performance against 14 benchmarks:



- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help
- FSS families achieve increases in employment income

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 138.

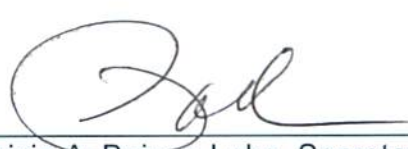
#### **FINANCIAL CONSIDERATIONS**

If LHC fails to submit the SEMAP score there is no financial consideration.

#### **POLICY CONSIDERATIONS:**

LHC has no specific policy regarding this action. However, 24 CFR sec 985.101 requires governing body approval of LHC's submission to HUD.

Respectfully submitted: \_\_\_\_\_

  
Patricia A. Baines-Lake, Secretary to the Board  
Lansing Housing Commission







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**RESOLUTION NO. 1155**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**August 22, 2012**

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

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 138, to the U. S. Department of Housing & Urban Development.

Moved: Ben Bakken Seconded: Bryan Beverly

Ayes: 4 Nays: 0

Absent: 0

Tony Baltimore  
Tony Baltimore, Chair

Attest: [Signature]  
Secretary

For Clerk Use Only

**Resolution No. 1155**  
**Date Adopted 08/22/2012**



# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 9/30/2013)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Lansing Housing Commission	06/30/2012	08/29/2012

## Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes ☒    No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes ☒    No ☐
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes ☒    No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response    ☒ At least 98% of units sampled    80 to 97% of units sampled    Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response    ☒ At least 90% of files sampled    80 to 89% of files sampled    Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes ☒    No ☐
- HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes ☒    No ☐
- HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response    ☒ At least 98% of cases sampled    Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	551	1-BR FMR	598	2-BR FMR	740	3-BR FMR	938	4-BR FMR	1017
PS	551	PS	598	PS	740	PS	938	PS	1017

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

40

or, Number of mandatory FSS slots under HUD-approved exception



b. Number of FSS families currently enrolled

31

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

78.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable ☐

PHA Response Yes ☒ No ☐

85.00

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes ☐ No ☐ If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature



Date (mm/dd/yyyy) 08/29/2012

Chairperson, Board of Commissioners, signature



Date (mm/dd/yyyy) 08/29/2012

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) 08/29/2012

PHA Name Lansing Housing Commission

Principal Operating Area of PHA Lansing, Michigan  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area 24.7%

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) 240 a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- 674 b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- 0.36 c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes ☐ No ☒

- 2)          a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- c. Number of Section 8 families with children who moved during the last completed PHA FY.
- d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3)          a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



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August 22, 2012

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

### **HONORABLE MEMBERS IN SESSION**

#### **SUBJECT:**

**Approval of Lansing Housing Commission's Accounts Receivable Write-Off's through July 31, 2012 – Resolution No.1156**

#### **RECOMMENDATION:**

Staff recommends adoption of Resolution No.1156, which authorizes the finance division to write off accounts receivable related to all vacated units for the period of July 1, 2012 through July 31, 2012.

#### **CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

#### **SUMMARY:**

This Resolution authorizes the finance division to write off resident receivables not to exceed \$4,864.00 (the full amount of balances related to vacated units covering July 1, 2012 – July 31, 2012).

#### **BACKGROUND:**

Per its Write-off Policy, LHC considers receivables related to inactive residents uncollectable and immediately eligible for write-off. It is an industry practice to write off resident receivables, which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio between July 1, 2012 and July 31, 2012 total \$4,864.00. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active Residents. In accordance with the adopted Policy, resident write offs are updated and presented monthly for your approval.

#### **FINANCIAL CONSIDERATIONS:**

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$4,864.00 for outstanding rent and other charges due from residents who vacated an LHC property between July 1, 2012 and July 31, 2012. All accounts receivable in excess of \$300.00 are sent to a collection agency that pursues restitution.



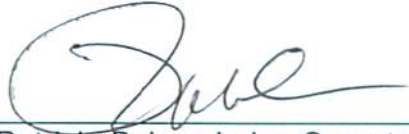


The collection agency is paid a portion of the amount recovered. As such, the financial impact is less than the amount written off.

**POLICY CONSIDERATIONS:**

This action is consistent with LHC's write off policy.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission





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**RESOLUTION NO. 1156**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**August 22, 2012**

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

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to write off Public Housing resident receivable balances related to vacant units through July 31, 2012 in an amount not to exceed \$4,864.00.

Moved: Bryan Beverly Seconded: Greg Frens

Ayes: 4 Nays: 0

Absent: 0

Tony Baltimore  
Tony Baltimore, Chair

Attest: [Signature]  
SECRETARY:

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For Clerk Use Only

**Resolution No. 1156**  
**Date Adopted: 08/22/2012**



Lansing Housing Commission				
Operating Budget - Central Office Cost Center				
7/1/12 - 06/30/13				
		5005		
		COCC		
Account Name		2013 Budgeted	July '12 Actual	% of Budget Expended (Cur)
Property Management Fees	343001	\$ 455,476.09	\$ 36,826.92	8%
Bookkeeping Fees	343002	\$ 73,558.80	\$ 5,947.50	8%
OG Management Fee	343005	\$ 11,400.00	\$ 950.00	8%
AMP Management Fee		\$ 100,080.00	\$ 8,340.00	8%
Management Fee - HCV	343003	\$ 179,124.00	\$ 15,377.00	9%
Other Income	369000	\$ 50,000.00		0%
<b>TOTAL REVENUE</b>		\$ 869,638.89	\$ 67,441.42	8%
Administrative Salaries	411000	\$ 273,218.47	\$ 21,135.56	8%
Employee Benefits & FICA	454XXX	\$ 97,095.46	\$ 5,593.10	6%
Legal	413000	\$ 3,000.00	\$ 459.50	15%
Publications	419006	\$ 400.00		0%
Membership Dues & Fees	419008	\$ 5,000.00		0%
Postage	419010	\$ 7,000.00		0%
Office Supplies	419014	\$ 5,000.00	\$ 346.48	7%
Conference	419016	\$ 1,500.00		0%
Computer Maintenance	419022	\$ 20,000.00	\$ 2,460.82	12%
Outside Printing	419030	\$ 500.00		0%
Software	419032	\$ 1,000.00		0%
Classified Advertising	419040	\$ 1,000.00		0%
<b>Total Administrative</b>		\$ 414,713.93	\$ 29,995.46	
Water	431000	\$ 1,910.00	\$ 191.64	10%
Electricity	432000	\$ 23,715.00	\$ 1,619.11	7%
Steam & Gas	433000 439000	\$ 20,610.00	\$ 105.84	1%
Phone/Internet/Communications	419004	\$ 10,300.00	\$ 642.70	6%
<b>Total Utilities</b>		\$ 56,535.00	\$ 2,559.29	
Maintenance Materials	442000	\$ 2,000.00	\$ 72.00	4%
Maintenance Contracts	4430xx	\$ 40,000.00	\$ 1,131.82	3%
<b>Total Maintenance</b>		\$ 42,000.00	\$ 1,203.82	
Protective Services	448000	\$ 4,250.00	\$ 179.31	4%
Insurance	451xxx	\$ 40,000.00	\$ 1,590.90	4%
SFTB Expenses		\$ 20,000.00	\$ 2,252.36	11%
OIG Repayment for SFTB	419000	\$ 25,704.00	\$ 6,426.00	25%
Loan payment		\$ 60,000.00	\$ 5,000.00	8%
Additional Capital		\$ 206,436.00	\$ 20,486.64	10%
<b>TOTAL EXPENSES</b>		\$ 869,638.93	\$ 67,441.42	8%
<b>NET INCOME (LOSS)</b>		(0)	\$ -	



Lansing Housing Commission					
June Monthly Report					
7/1/11 - 06/30/12					
12		5005			
		Central Office Cost Center			
		FYE 2012	YTD	YTD	YTD
<b>Account Name</b>		Budget	Budget	Actual	Variance
Property Management Fees	343001	436,831	436,831	431,753	(5,078)
Bookkeeping Fees	343002	73,494	73,494	84,237	10,743
OG Management Fee	343005	14,136	14,136	14,136	0
AMP Management Fee		97,961	97,961		(97,961)
Management Fee - HCV	343003	171,488	171,488	181,159	9,671
Interest on General Fund Inv.	361000	3,000	3,000		(3,000)
Other Income	369000	35,000	35,000	91,465	56,465
<b>TOTAL REVENUE</b>		831,910	831,910	802,750	(29,160)
Administrative Salaries	411000	335,456	335,456	326,547	(8,909)
Employee Benefits	454XXX	154,721	154,721	86,886	(67,835)
Legal	413000	35,000	35,000	5,884	(29,116)
Publications	419006	1,000	1,000	295	(705)
Membership Dues & Fees	419008	2,500	2,500	3,414	914
Postage	419010	1,500	1,500	8,774	7,274
Office Supplies	419014	10,000	10,000	4,804	(5,196)
Conference	419016		0	2,108	2,108
Bank Fees	419020	4,000	4,000	0	(4,000)
Computer Maintenance	419022	7,000	7,000	16,434	9,434
Outside Printing	419030	2,000	2,000	460	(1,540)
Software	419032	5,000	5,000	799	(4,201)
Office Furniture & Equip. Not Cap.	419038	7,000	7,000		(7,000)
Classified Advertising	419040		0	2,519	2,519
<b>Total Administrative</b>		565,177	565,177	458,925	(106,252)
Water	431000	3,000	3,000	1,971	(1,030)
Electricity	432000	22,000	22,000	22,787	787
Steam & Gas	433000 439000	24,000	24,000	18,327	(5,673)
Phone/Internet/Communications	419004	13,000	13,000	9,780	(3,220)
<b>Total Utilities</b>		62,000	62,000	52,864	(9,136)
Automotive Maintenance			0		0
Maintenance Materials	442000	1,000	1,000	1,533	533
Maintenance Contracts	4430xx	32,000	32,000	37,382	5,382
<b>Total Maintenance</b>		33,000	33,000	38,915	5,915
<b>Protective Services</b>	448000	4,000	4,000	3,239	(761)
<b>Insurance</b>	451xxx	17,000	17,000	34,188	17,188
<b>OIG Repayment for SFTB</b>	419000			19,278	
<b>Rental Payment</b>				5,000	
<b>Additional Capital</b>		150,733	150,733	124,132	(26,601)
<b>TOTAL EXPENSES</b>		831,910	831,910	736,540	(119,648)
<b>NET INCOME (LOSS)</b>		0	0	66,210	90,488
		FYE 2012	YTD	YTD	YTD
		Budget	Budget	Actual	Variance

Lansing Housing Commission				
Income and Expense Statement				
7/1/12-6/30/2013				
		Total LIPH	July '12	% of Budget
Account Name		Budget	Actual	Expended (Cur)
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 114,411	7%
	330010	\$ 5,444	\$ 350	6%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 293,735	10%
Investment Income	361000	\$ 32,000	\$ -	0%
Other Income	369000	\$ 77,200	\$ 9	0%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 4,769	15%
Maint. Charge	369002	\$ 56,100	\$ 470	1%
Court Costs	369003	\$ 32,500	\$ 3,451	11%
Inter-Amp Transfer (In)		\$ -	\$ -	
<b>TOTAL REVENUE</b>		<b>\$ 4,927,634</b>	<b>\$ 417,194</b>	<b>8%</b>
Administrative Salaries	411000	\$ 445,390	\$ 34,111	8%
Legal	413000	\$ 47,100	\$ 7,773	17%
Travel	415000	\$ 2,850	\$ 124	4%
Auditing Fees	417100	\$ 12,860	\$ -	0%
	419001	\$ 500	\$ -	0%
Telephone	419004	\$ 29,200	\$ 3,033	10%
Publications	419006	\$ 720	\$ 167	23%
Membership Dues & Fees	419008	\$ 2,670	\$ 20	1%
Postage	419010	\$ 11,770	\$ 776	7%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 333	5%
Office Supplies	419014	\$ 15,800	\$ 1,516	10%
Bank Fees	419020	\$ 16,500	\$ -	0%
Computer Maintenance	419022	\$ 26,400	\$ 4,053	15%
Outside Printing	419030	\$ 900	\$ 28	3%
Software	419032	\$ 11,185	\$ -	0%
Automotive Maintenance	419044	\$ 21,900	\$ 1,265	6%
Inspections	419050	\$ 22,230	\$ 705	3%
Management Fees	419101	\$ 430,841	\$ 36,827	9%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,948	8%
Recreation/Other Services	422000	\$ 33,550	\$ 1,200	4%
Water	431000	\$ 417,380	\$ 38,931	9%
Electricity	432000	\$ 166,800	\$ 15,750	9%
Gas	433000	\$ 409,000	\$ 6,710	2%
Recycling	435000	\$ 58,407	\$ 96	0%
Maintenance Labor	441000	\$ 602,078	\$ 49,371	8%
Maintenance Materials	442000	\$ 247,000	\$ 15,237	6%
Garbage & Trash	443001	\$ 55,920	\$ 4,830	9%
Heating & Cooling	443002	\$ 13,100	\$ 2,464	19%
Snow Removal	443003	\$ 15,650	\$ -	0%
Elevator Maintenance	443004	\$ 14,000	\$ -	0%
Landscape & Grounds	443005	\$ 40,500	\$ 4,083	10%
Unit Turnaround	443006	\$ 142,150	\$ 15,500	11%
Electrical	443007	\$ 4,800	\$ -	0%
Plumbing	443008	\$ 14,900	\$ -	0%
Exterminating	443009	\$ 48,864	\$ 5,413	11%
Janitorial	443010	\$ 1,200	\$ -	0%
Routine Maintenance	443011	\$ 21,200	\$ -	0%
Misc.	443012	\$ 53,200	\$ 873	2%
Protective Services - Contracts	448000	\$ 7,732	\$ 572	7%
Property	451001	\$ 109,022	\$ 9,079	8%
General Liability	451002	\$ 53,730	\$ 4,452	8%
Workers Comp.	451003	\$ 22,165	\$ 2,421	11%
Other	451004	\$ 8,850	\$ 697	8%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	0%
OPEB Expense	444400		\$ -	0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 1,914	1%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 1,140	0%
Employer FICA - Administrative	454200	\$ 34,115	\$ 2,526	7%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 3,397	8%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ -	0%
Reserve Account		\$ 550,394	\$ 133,859	24%
<b>TOTAL EXPENSES</b>		<b>\$ 4,927,634</b>	<b>\$ 417,195</b>	<b>8%</b>
<b>TOTAL INCOME</b>		<b>\$ -</b>	<b>\$ (0)</b>	
Amp Fee				
Inter-Amp Transfer (Out)				



Lansing Housing Commission								
June YTD Finance Report								
7/1/11 - 06/30/12								
12								
Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	1,507,075	1,580,423	73,348	395,554	248,678	345,476	590,715
Net Operating Subsidy	2,646,446	2,646,446	2,824,066	177,620	718,351	550,544	721,723	833,448
Other Tenant Charges	117,000	117,000	124,507	7,507	23,193	37,163	24,767	39,383
Other Income	7,500	7,500	380,311	372,811	14,105	13,184	332,255	20,768
Inter-Amp Transfer (In)	50,686	50,686	0	(50,686)	0	0	0	0
<b>TOTAL REVENUE</b>	<b>4,328,707</b>	<b>4,328,707</b>	<b>4,909,307</b>	<b>580,600</b>	<b>1,151,202</b>	<b>849,569</b>	<b>1,424,222</b>	<b>1,484,314</b>
<b>Administrative</b>								
Administrative Salaries	397,159	397,159	478,786	81,627	123,888	117,389	111,828	125,682
Employee Benefits - Administrative	219,038	219,038	146,404	(72,634)	33,053	25,699	45,795	41,857
Employer FICA - Administrative	30,624	30,624	34,455	3,831	8,039	9,345	7,735	9,336
Auditing Fees	22,843	22,843	4,000	(18,843)	4,000	0	0	0
Management Fees	436,831	436,831	431,753	(5,078)	92,601	90,930	111,270	136,952
Bookkeeping Fees	73,494	73,494	84,237	10,743	14,955	14,685	17,970	36,627
Amp Fee	97,961	97,961	0	(97,961)			0	0
Inter-Amp Transfer (Out)	50,686	50,686	0	(50,686)			0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	17,930	14,017	(3,913)	4,476	1,803	2,754	4,985
Legal	20,170	20,170	52,249	32,079	12,971	3,970	13,005	22,303
Collection Fees & Court Costs	48,608	48,608	14,119	(34,489)	3,053	3,543	1,802	5,721
Travel	11,750	11,750	2,249	(9,501)	803	570	277	599
Staff Training	10,216	10,216	850	(9,366)		0	850	0
Membership Dues & Fees	2,000	2,000	2,364	364	624	619	661	461
Postage	12,108	12,108	9,668	(2,440)	1,750	3,025	2,464	2,429
Bank Fees	11,941	11,941	19,839	7,898	3,914	3,801	5,345	6,779
Computer Maintenance	16,136	16,136	21,741	5,605	5,112	5,267	6,216	5,146
Outside Printing	845	845	416	(429)	104	104	104	104
Software	5,000	5,000	5,724	724	1,370	1,362	1,439	1,554
Other Administrative Costs	0	0	2,615	2,615	0	0	0	2,615
<b>Total Administrative</b>	<b>1,485,340</b>	<b>1,485,340</b>	<b>1,325,487</b>	<b>(159,853)</b>	<b>310,713</b>	<b>282,111</b>	<b>329,513</b>	<b>403,150</b>
<b>Recreation/Other Services</b>	<b>41,500</b>	<b>41,500</b>	<b>35,167</b>	<b>(6,333)</b>	<b>5,986</b>	<b>1,831</b>	<b>2,043</b>	<b>25,307</b>
<b>Utilities</b>								
Water	372,969	372,969	427,972	55,003	115,669	81,447	91,599	139,257
Electricity	141,030	141,030	156,939	15,909	19,071	6,134	34,404	97,331
Gas	474,281	474,281	320,265	(154,016)	96,313	55,568	65,889	102,495
Telephone	33,600	33,600	28,358	(5,242)	5,514	9,341	6,098	7,404
<b>Total Utilities</b>	<b>1,021,880</b>	<b>1,021,880</b>	<b>933,533</b>	<b>(88,347)</b>	<b>236,567</b>	<b>152,489</b>	<b>197,990</b>	<b>346,487</b>
<b>Maintenance</b>								
Labor	652,291	652,291	647,591	(4,700)	158,146	153,862	191,554	144,029
Employee Benefits - Maintenance	186,811	186,811	282,822	96,011	92,518	70,464	80,572	39,268
Employee FICA - Maintenance	50,596	50,596	47,293	(3,303)	11,992	11,000	14,271	10,030
Maintenance Materials	202,184	202,184	261,352	59,168	51,636	68,927	67,150	73,639
Garbage & Trash	54,580	54,580	60,043	5,463	17,979	11,400	13,809	16,854
Snow Removal	12,040	12,040	6,913	(5,127)	1,900	1,045	2,290	1,678
Elevator	10,500	10,500	12,678	2,178				12,678
Landscape & Grounds	21,165	21,165	43,651	22,486	5,282	14,475	9,848	14,045
Unit Turnaround	110,600	110,600	122,930	12,330	27,549	26,590	39,080	29,710
Electrical	9,700	9,700	3,146	(6,554)	384	611	289	1,862
Plumbing	17,800	17,800	15,840	(1,960)	2,388	9,664	3,191	597
Exterminating	43,600	43,600	45,265	1,665	863	4,571	5,073	34,758
Janitorial	15,400	15,400	235	(15,165)	0	0	220	15
Routine Maintenance	14,500	14,500	65,799	51,299	11,179	13,159	13,826	27,636
Misc.	18,215	18,215	156,871	138,656	8,347	5,607	96,889	46,027
Extraordinary Maint. - Contracts	26,523	26,523	14,236	(12,287)	1,590	5,975	3,137	3,534
Recycling	3,831	3,831	20,734	16,903	2,748	4,739	10,092	3,155
<b>Total Maintenance</b>	<b>1,450,336</b>	<b>1,450,336</b>	<b>1,807,399</b>	<b>357,063</b>	<b>394,502</b>	<b>402,088</b>	<b>551,293</b>	<b>459,516</b>
<b>Protective Services Contract Costs</b>	<b>12,650</b>	<b>12,650</b>	<b>33,090</b>	<b>20,440</b>	<b>1,389</b>	<b>3,217</b>	<b>1,225</b>	<b>27,260</b>
<b>Insurance</b>								
Property	110,140	110,140	108,489	(1,651)	26,020	35,124	30,360	16,985
General Liability	49,859	49,859	53,572	3,713	11,934	12,369	12,898	16,371
Workers Comp.	21,720	21,720	22,388	668	5,817	5,859	5,356	5,356
Other	8,200	8,200	8,277	77	1,446	2,888	1,711	2,233
Insurance	10,250	10,250	0	(10,250)	0	0	0	0
<b>Total Insurance</b>	<b>200,169</b>	<b>200,169</b>	<b>192,725</b>	<b>(7,444)</b>	<b>45,217</b>	<b>56,240</b>	<b>50,325</b>	<b>40,944</b>
<b>Additional Capital</b>	<b>0</b>	<b>0</b>	<b>581,905</b>	<b>580,353</b>	<b>156,829</b>	<b>(48,409)</b>	<b>291,833</b>	<b>181,651</b>
<b>Payments in Lieu of Taxes</b>	<b>56,340</b>	<b>56,340</b>	<b>0</b>	<b>(56,340)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>4,268,215</b>	<b>4,268,215</b>	<b>4,909,307</b>	<b>639,540</b>	<b>1,151,202</b>	<b>849,569</b>	<b>1,424,221</b>	<b>1,484,314</b>
<b>NET INCOME (LOSS)</b>	<b>60,492</b>	<b>60,492</b>	<b>(0)</b>	<b>(58,940)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090



Lansing Housing Commission  
Housing Choice Vouchers Program  
Monthly Operations Report / Period End -June 30, 2012

Period	12				
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
Account Name	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330001	25,000	25,000	18,227	(6,773)
Section 8 Income - Admin Fees	341500	921,539	921,539	905,796	(15,743)
Other Revenue	369000	100	100	2,467	2,367
TOTAL REVENUE		946,639	946,639	926,489	(20,150)
Administrative Salaries	411000	361,443	361,443	368,612	7,170
Employee Benefits	454000	210,184	210,184	181,622	(28,562)
Legal	413000	1,000	1,000	1,550	550
Staff Training	414000	11,000	11,000	7,112	(3,888)
Travel	415000	2,000	2,000	1,648	(352)
Auditing Fees	417100	5,000	5,000	4,000	(1,000)
Telephone	419004	9,000	9,000	10,911	1,911
Publications	419006	1,000	1,000	279	(721)
Membership Dues & Fees	419008	1,500	1,500	2,920	1,420
Conference	419016	2,000	2,000		(2,000)
Postage	419010	14,000	14,000	13,139	(861)
Police Reports/Cred Chks	419012	4,300	4,300	2,367	(1,933)
Office Supplies	419014	10,000	10,000	8,061	(1,939)
Computer Maintenance	419022	20,000	20,000	15,494	(4,506)
Software	419032	10,000	10,000	13,724	3,724
Outside Printing	419030	2,500	2,500	3,213	713
Office Furniture & Equip. - Not Cap	419038	3,000	3,000		(3,000)
Classified Advertising	419040	3,000	3,000	1,271	(1,729)
Office Rent	419042	24,000	24,000	24,000	0
Automotive Maintenance	419044	2,000	2,000	2,143	143
COCC - HCV Program Expense	419103	171,463	171,463	181,159	9,696
Utilities - Water	431000	3,200	3,200	3,138	(62)
Utilities - Electricity	432000	31,000	31,000	29,287	(1,713)
Utilities - Steam	439000	23,550	23,550	15,156	(8,394)
Maintenance Contracts	4430xx	3,000	3,000	17,821	14,821
Insurance	4510xx	17,500	17,500	16,804	(696)
Reserve Account		0	0	1,059	1,059
TOTAL EXPENSES		946,639	946,639	926,490	(20,150)
NET INCOME (LOSS)		(0)	(0)	(0)	(0)

Lansing Housing Commission				
Income and Expense Report - Housing Choice Voucher Program				
for Month of July 2012				
			8001	
			Housing Choice Vouchers Program (Admin)	
	G/L	FY 2013	July '12	% of Budget
<b>Account Name</b>	<b>Acct #</b>	<b>Budget</b>	<b>Actual</b>	<b>Expended (Cur)</b>
Fraud Recovery Funds Retained	330010	19,000	1,331	7%
HCV Income - Admin Fees	341500	950,141	76,884	8%
Other Revenue	369000	500	27	5%
<b>TOTAL REVENUE</b>		<b>969,641</b>	<b>78,242</b>	<b>8%</b>
Administrative Salaries	411000	370,285	32,870	9%
Employee Benefits	454000	210,891	15,000	7%
Legal	413000	800	0	0%
Staff Training	414000	6,000	826	14%
Travel	415000	1,000	0	0%
Auditing Fees	417100	5,000	0	0%
Telephone	419004	10,000	849	8%
Publications	419006	500	0	0%
Membership Dues & Fees	419008	2,000	433	22%
Conference	419016	1,000	0	0%
Postage	419010	14,000	746	5%
Police Reports/Cred Chks	419012	4,000	7	0%
Office Supplies	419014	9,000	1,781	20%
Computer Maintenance	419022	15,000	2,154	14%
Software	419032	10,000	0	0%
Outside Printing	419030	3,500	202	6%
Classified Advertising	419040	1,700	0	0%
Office Rent	419042	24,000	2,000	8%
Automotive Maintenance	419044	3,000	296	10%
COCC - HCV Program Expense	419103	190,028	15,377	8%
Utilities - Water	431000	3,000	313	10%
Utilities - Electricity	432000	29,000	2,642	9%
Utilities - Steam	439000	15,000	173	1%
Maintenance Contracts	443000	21,000	988	5%
Insurance	451000	18,000	1,492	8%
Reserve Account		1,936	94	5%
<b>TOTAL EXPENSES</b>		<b>969,640</b>	<b>78,242</b>	<b>8%</b>
NET INCOME (LOSS)		0	0	

**Lansing Housing Commission**  
**Operating Budget - Central Office Cost Center**  
**7/1/12 - 06/30/13**

5005 COCC				
2013				
Account Name		Budgeted	July '12 Actual	% of Budget Expended (Cur)
Property Management Fees	343001	\$ 455,476.09	\$ 36,826.92	8%
Bookkeeping Fees	343002	\$ 73,558.80	\$ 5,947.50	8%
OG Management Fee	343005	\$ 11,400.00	\$ 950.00	8%
AMP Management Fee		\$ 100,080.00	\$ 8,340.00	8%
Management Fee - HCV	343003	\$ 179,124.00	\$ 15,377.00	9%
Other Income	369000	\$ 50,000.00		0%
<b>TOTAL REVENUE</b>		\$ 869,638.89	\$ 67,441.42	8%
Administrative Salaries	411000	\$ 273,218.47	\$ 21,135.56	8%
Employee Benefits & FICA	454XXX	\$ 97,095.46	\$ 5,593.10	6%
Legal	413000	\$ 3,000.00	\$ 459.50	15%
Publications	419006	\$ 400.00		0%
Membership Dues & Fees	419008	\$ 5,000.00		0%
Postage	419010	\$ 7,000.00		0%
Office Supplies	419014	\$ 5,000.00	\$ 346.48	7%
Conference	419016	\$ 1,500.00		0%
Computer Maintenance	419022	\$ 20,000.00	\$ 2,460.82	12%
Outside Printing	419030	\$ 500.00		0%
Software	419032	\$ 1,000.00		0%
Classified Advertising	419040	\$ 1,000.00		0%
<b>Total Administrative</b>		\$ 414,713.93	\$ 29,995.46	
Water	431000	\$ 1,910.00	\$ 191.64	10%
Electricity	432000	\$ 23,715.00	\$ 1,619.11	7%
Steam & Gas	433000 4390	\$ 20,610.00	\$ 105.84	1%
Phone/Internet/Communications	419004	\$ 10,300.00	\$ 642.70	6%
<b>Total Utilities</b>		\$ 56,535.00	\$ 2,559.29	
Maintenance Materials	442000	\$ 2,000.00	\$ 72.00	4%
Maintenance Contracts	4430xx	\$ 40,000.00	\$ 1,131.82	3%
<b>Total Maintenance</b>		\$ 42,000.00	\$ 1,203.82	
<b>Protective Services</b>	448000	\$ 4,250.00	\$ 179.31	4%
<b>Insurance</b>	451xxx	\$ 40,000.00	\$ 1,590.90	4%
<b>SFTB Expenses</b>		\$ 20,000.00	\$ 2,252.36	11%
<b>OIG Repayment for SFTB</b>	419000	\$ 25,704.00	\$ 6,426.00	25%
<b>Loan payment</b>		\$ 60,000.00	\$ 5,000.00	8%
<b>Additional Capital</b>		\$ 206,436.00	\$ 20,486.64	10%
<b>TOTAL EXPENSES</b>		\$ 869,638.93	\$ 67,441.42	8%
<b>NET INCOME (LOSS)</b>		(0)	\$ -	



Lansing Housing Commission  
Housing Choice Vouchers Program  
Operating Budget / Fiscal Year End - June 30, 2012

Account Name	Period 1 G/L Acct #	FYE 2012 Budget	FYE 2012 YTD Allocation	FYE 2012 Actual	YTD Variance
Fraud Recovery Funds Retained	330010	25,000	2,083	1,601	(482)
Section 8 Income - Admin Fees	341500	921,539	76,795	63,853	(12,942)
Other Revenue	369000	100	8	20	12
<b>TOTAL REVENUE</b>		<b>946,639</b>	<b>78,887</b>	<b>65,474</b>	<b>(13,412)</b>
Administrative Salaries	411000	361,443	30,120	43,456	13,336
Employee Benefits	454000	210,184	17,515	18,802	1,287
Legal	413000	1,000	83	0	(83)
Staff Training	414000	11,000	917	0	(917)
Travel	415000	2,000	167	0	(167)
Auditing Fees	417100	5,000	417	0	(417)
Telephone	419004	9,000	750	1,891	1,141
Publications	419006	1,000	83	0	(83)
Membership Dues & Fees	419008	1,500	125	0	(125)
Conference	419016	2,000	167	0	(167)
Postage	419010	14,000	1,167	1,350	183
Police Reports/Cred Chks	419012	4,300	358	0	(358)
Office Supplies	419014	10,000	833	862	29
Computer Maintenance	419022	20,000	1,667	951	(716)
Software	419032	10,000	833	0	(833)
Outside Printing	419030	2,500	208	0	(208)
Office Furniture & Equip. - Not Cap	419038	3,000	250	0	(250)
Classified Advertising	419040	3,000	250	0	(250)
Office Rent	419042	24,000	2,000	2,000	0
Automotive Maintenance	419044	2,000	167	269	103
COCC - HCV Program Expense	419103	171,463	14,289	12,696	(1,592)
Utilities - Water	431000	3,200	267	270	3
Utilities - Electricity	432000	31,000	2,583	2,678	95
Utilities - Steam	439000	23,550	1,963	1,064	(898)
Maintenance Contracts	443000	3,000	250	1,758	1,508
Insurance	451000	17,500	1,458	835	(623)
Reserve Account		0	0		0
<b>TOTAL EXPENSES</b>		<b>946,639</b>	<b>78,887</b>	<b>88,885</b>	<b>9,998</b>
<b>NET INCOME (LOSS)</b>		<b>(0)</b>	<b>(0)</b>	<b>(23,411)</b>	<b>(23,411)</b>

**Lansing Housing Commission**

**Income and Expense Report - Housing Choice Voucher Program**

**for Month of July 2012**

		8001		
		Housing Choice Vouchers Program (Admin)		
	G/L	FY 2013	July '12	% of Budget
<b>Account Name</b>	<b>Acct #</b>	<b>Budget</b>	<b>Actual</b>	<b>Expended (Cur)</b>
Fraud Recovery Funds Retained	330010	19,000	1,331	7%
HCV Income - Admin Fees	341500	950,141	76,884	8%
Other Revenue	369000	500	27	5%
<b>TOTAL REVENUE</b>		<b>969,641</b>	<b>78,242</b>	<b>8%</b>
Administrative Salaries	411000	370,285	32,870	9%
Employee Benefits	454000	210,891	15,000	7%
Legal	413000	800	0	0%
Staff Training	414000	6,000	826	14%
Travel	415000	1,000	0	0%
Auditing Fees	417100	5,000	0	0%
Telephone	419004	10,000	849	8%
Publications	419006	500	0	0%
Membership Dues & Fees	419008	2,000	433	22%
Conference	419016	1,000	0	0%
Postage	419010	14,000	746	5%
Police Reports/Cred Chks	419012	4,000	7	0%
Office Supplies	419014	9,000	1,781	20%
Computer Maintenance	419022	15,000	2,154	14%
Software	419032	10,000	0	0%
Outside Printing	419030	3,500	202	6%
Classified Advertising	419040	1,700	0	0%
Office Rent	419042	24,000	2,000	8%
Automotive Maintenance	419044	3,000	296	10%
COCC - HCV Program Expense	419103	190,028	15,377	8%
Utilities - Water	431000	3,000	313	10%
Utilities - Electricity	432000	29,000	2,642	9%
Utilities - Steam	439000	15,000	173	1%
Maintenance Contracts	443000	21,000	988	5%
Insurance	451000	18,000	1,492	8%
Reserve Account		1,936	94	5%
<b>TOTAL EXPENSES</b>		<b>969,640</b>	<b>78,242</b>	<b>8%</b>
<b>NET INCOME (LOSS)</b>		<b>0</b>	<b>0</b>	

Lansing Housing Commission  
July YTD Finance Report  
7/1/11 - 6/30/12

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	COCC	AMP 102	AMP 103	AMP 111	AMP 112
Net Tenant Rent (after vacancy loss)	1,507,075	125,590	127,371	1,781	0	31,228	21,250	27,770	47,123
Net Operating Subsidy	2,646,446	220,537	251,818	31,281	0	58,366	60,226	68,799	64,427
Other Tenant Charges	117,000	9,750	10,552	802	0	2,867	1,830	2,998	2,857
Other Income	42,500	3,542	3,100	(442)	2,241	86	0	25	748
Property Management Fees	436,831	36,403	37,245	842	37,245	0	0	0	0
Bookkeeping Fees	73,494	6,125	6,015	(110)	6,015	0	0	0	0
OG Management Fee	14,136	1,178	3,495	2,317	3,495	0	0	0	0
Inter-Amp Transfer (In)	50,686	4,224	0	(4,224)	0	0	0	0	0
Interest on General Fund Investment	3,000	250	0	(250)	0	0	0	0	0
AMP Management Fee	97,961	8,163	0	(8,163)	0	0	0	0	0
Management Fee - Section 8	171,488	14,291	14,656	405	14,696	0	0	0	0
<b>TOTAL REVENUE</b>	<b>5,160,617</b>	<b>430,051</b>	<b>454,292</b>	<b>24,241</b>	<b>63,692</b>	<b>92,547</b>	<b>83,306</b>	<b>99,592</b>	<b>115,155</b>
<b>Administrative</b>									
Administrative Salaries	732,615	61,051	97,629	36,578	39,611	15,238	14,588	12,787	15,405
Employee Benefits - Administrative	373,759	31,147	22,306	(8,841)	12,392	2,016	1,549	3,084	3,265
Employer FICA - Administrative	30,624	2,552	4,316	1,764	0	1,134	1,085	951	1,146
Auditing Fees	22,843	1,904	0	(1,904)	0	0	0	0	0
Management Fees	436,831	36,403	37,755	1,352	0	7,941	7,523	9,520	12,771
Bookkeeping Fees	73,494	6,125	6,096	(29)	0	1,282	1,215	1,537	2,062
Amp Fee	97,961	8,163	0	(8,163)				0	0
Inter-Amp Transfer (Out)	50,686	4,224	0	(4,224)				0	0
Classified Advertising	0	0	135	135	135	0	0	0	0
Office Supplies	27,930	2,328	1,826	(502)	0	396	470	121	839
Legal	55,170	4,598	500	(4,098)	0	0	500	0	0
Collection Fees & Court Costs	48,608	4,051	120	(3,931)	0	20	45	10	45
Travel	11,750	979	2,338	1,359	0	406	432	561	939
Staff Training	10,216	851	0	(851)			0	0	0
Membership Dues & Fees	5,500	458	0	(458)			0	0	0
Postage	13,608	1,134	2,390	1,256			604	766	1,020
Office Furniture & Equip. Not Cap.	7,000	583	0	(583)			0	0	0
Bank Fees	15,941	1,328	804	(524)			268	268	268
Computer Maintenance	23,136	1,928	2,566	638		511	511	1,259	285
Outside Printing	2,845	237	0	(237)			0	0	0
Software	10,000	833	0	(833)			0	0	0
Other Administrative Costs	0	0	1,934	1,934	1,934	0	0	0	0
<b>Total Administrative</b>	<b>2,050,517</b>	<b>170,876</b>	<b>180,715</b>	<b>9,839</b>	<b>54,072</b>	<b>28,944</b>	<b>28,790</b>	<b>30,864</b>	<b>38,045</b>
<b>Recreation/Other Services</b>	<b>41,500</b>	<b>3,458</b>	<b>82</b>	<b>(3,376)</b>	<b>0</b>	<b>48</b>	<b>34</b>	<b>0</b>	<b>0</b>
<b>Utilities</b>									
Water	375,969	31,331	39,878	8,547	189	10,681	7,404	7,800	13,704
Electricity	163,030	13,586	21,088	7,502	2,363	3,068	1,678	3,987	9,992
Gas	474,281	39,523	10,000	(29,523)	0	3,265	705	2,500	3,530
Steam	24,000	2,000	670	(1,330)	670	0	0	0	0
Telephone	46,600	3,883	4,862	979	1,331	831	878	1,056	766
<b>Total Utilities</b>	<b>1,083,880</b>	<b>90,323</b>	<b>76,498</b>	<b>(13,825)</b>	<b>4,553</b>	<b>17,845</b>	<b>10,665</b>	<b>15,443</b>	<b>27,992</b>
<b>Maintenance</b>									
Labor	652,291	54,358	79,084	24,726	0	21,935	16,247	21,891	19,011
Employee Benefits - Maintenance	186,811	15,568	21,222	5,654	0	7,099	4,159	6,629	3,335
Employee FICA - Maintenance	50,596	4,216	5,885	1,669		1,632	1,209	1,629	1,415
Maintenance Contracts (COCC)	32,000	2,667							
Maintenance Materials	203,184	16,932	22,141	5,209	0	3,191	7,129	4,561	7,260
Garbage & Trash	54,580	4,548	4,662	114		1,309	872	1,058	1,423
Snow Removal	12,040	1,003	0	(1,003)		0	0	0	0
Elevator	10,500	875	0	(875)					
Landscape & Grounds	21,165	1,764	3,152	1,388		132	375	660	1,985
Unit Turnaround	110,600	9,217	2,477	(6,740)		155	530	87	1,705
Electrical	9,700	808	625	(183)		0	500	125	0
Plumbing	17,800	1,483	0	(1,483)		0	0	0	0
Exterminating	43,600	3,633	0	(3,633)		0	0	0	0
Janitorial	15,400	1,283	0	(1,283)		0	0	0	0
Routine Maintenance	14,500	1,208	1,559	351		0	0	30	1,529
Misc.	18,215	1,518	3,711	2,193		347	795	1,101	1,468
Extraordinary Maint. - Contracts	26,523	2,210	0	(2,210)		0	0	0	0
Recycling	3,831	319	313	(6)	313	0	0	0	0
<b>Total Maintenance</b>	<b>1,483,336</b>	<b>123,611</b>	<b>144,831</b>	<b>23,886</b>	<b>313</b>	<b>35,800</b>	<b>31,816</b>	<b>37,771</b>	<b>39,131</b>
<b>Protective Services Contract Costs</b>	<b>16,650</b>	<b>1,388</b>	<b>3,913</b>	<b>2,526</b>	<b>299</b>	<b>154</b>	<b>167</b>	<b>131</b>	<b>3,162</b>
<b>Insurance</b>									
Property	110,140	9,178	9,079	(99)	0	2,207	2,827	2,530	1,415
General Liability	49,859	4,155	4,603	448	0	995	1,169	1,075	1,364
Workers Comp.	21,720	1,810	0	(1,810)			0	0	0
Insurance (COCC)	17,000	1,417							
Other	8,200	683	425	(258)			102	137	186
Insurance	10,250	854	536	(318)	536	0	0	0	0
<b>Total Insurance</b>	<b>217,169</b>	<b>18,097</b>	<b>14,643</b>	<b>(2,038)</b>	<b>536</b>	<b>3,202</b>	<b>4,198</b>	<b>3,742</b>	<b>2,985</b>
<b>Payments in Lieu of Taxes</b>	<b>56,340</b>	<b>4,695</b>	<b>0</b>	<b>(4,695)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>4,949,392</b>	<b>412,449</b>	<b>420,682</b>	<b>12,316</b>	<b>59,773</b>	<b>85,993</b>	<b>75,670</b>	<b>87,951</b>	<b>111,295</b>
<b>NET INCOME (LOSS)</b>	<b>211,225</b>	<b>17,602</b>	<b>33,610</b>	<b>11,925</b>	<b>3,919</b>	<b>6,554</b>	<b>7,636</b>	<b>11,641</b>	<b>3,860</b>
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance		AMP 102	AMP 103	AMP 111	AMP 112



**Lansing Housing Commission**  
**July YTD Finance Report**  
**7/1/11 - 06/30/12**

Account Name	100 Central Office Cost Center				
	FYE 2012 Budget	YTD Budget	YTD Actual	July Actual	YTD Variance
HUD PHA Grants (soft costs)	0	0	0		0
Property Management Fees	436,831	36,403	37,245	37,245	842
Bookkeeping Fees	73,494	6,125	6,015	6,015	(110)
OG Management Fee	14,136	1,178	3,495	3,495	2,317
AMP Management Fee	97,961	8,163	0		(8,163)
Management Fee - Section 8	171,488	14,291	14,696	14,696	405
Interest on General Fund Inv.	3,000	250	0		(250)
Other Income	35,000	2,917	2,241	2,241	(676)
<b>TOTAL REVENUE</b>	<b>831,910</b>	<b>69,326</b>	<b>63,692</b>	<b>63,692</b>	<b>(5,634)</b>
Administrative Salaries	335,456	27,955	39,611	39,611	11,656
Employee Benefits	154,721	12,893	12,392	12,392	(501)
Legal	35,000	2,917	0	0	(2,917)
Collection Fees & Court Costs		0	0		0
Staff Training		0	0		0
Travel		0	(138)	(138)	(138)
Auditing Fees		0	0		0
Publications	1,000	83	0		(83)
Membership Dues & Fees	2,500	208	0		(208)
Postage	1,500	125	150	150	25
Office Supplies	10,000	833	30	30	(803)
Conference		0	0		0
Bank Fees	4,000	333	268	268	(65)
Computer Maintenance	7,000	583	1,754	1,754	1,171
Outside Printing	2,000	167	0		(167)
Software	5,000	417	0		(417)
Office Furniture & Equip. Not Cap.	7,000	583	0		(583)
Classified Advertising		0	135	135	135
<b>Total Administrative</b>	<b>565,177</b>	<b>47,098</b>	<b>54,202</b>	<b>54,202</b>	<b>7,104</b>
Water	3,000	250	189	189	(61)
Electricity	22,000	1,833	2,363	2,363	530
Steam	24,000	2,000	670	670	(1,330)
Phone/Internet/Communications	13,000	1,083	1,331	1,331	248
<b>Total Utilities</b>	<b>62,000</b>	<b>5,167</b>	<b>4,553</b>	<b>4,553</b>	<b>(614)</b>
Automotive Maintenance		0	0		0
Maintenance Materials	1,000	83	0		(83)
Maintenance Contracts	32,000	2,667	313	313	(2,354)
<b>Total Maintenance</b>	<b>33,000</b>	<b>2,750</b>	<b>313</b>	<b>313</b>	<b>(2,437)</b>
<b>Protective Services</b>	<b>4,000</b>	<b>333</b>	<b>299</b>	<b>299</b>	<b>(34)</b>
<b>Insurance</b>	<b>17,000</b>	<b>1,417</b>	<b>536</b>	<b>536</b>	<b>(881)</b>
<b>Additional Capital</b>	<b>150,733</b>	<b>12,561</b>	<b>0</b>	<b>0</b>	<b>(12,561)</b>
<b>TOTAL EXPENSES</b>	<b>831,910</b>	<b>69,326</b>	<b>59,903</b>	<b>59,903</b>	<b>(9,423)</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>	<b>0</b>	<b>3,789</b>	<b>3,789</b>	<b>3,789</b>
	FYE 2012 Budget	YTD Budget	YTD Actual	July Actual	YTD Variance

**Lansing Housing Commission  
Income and Expense Statement  
7/1/12-6/30/2013**

*Expanded*

Account Name		Total LIPH Budget	July '12 Actual	% of Budget Expended (Cur)
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 114,411	7%
	330010	\$ 5,444	\$ 350	6%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 293,735	10%
Investment Income	361000	\$ 32,000	\$ -	0%
Other Income	369000	\$ 77,200	\$ 9	0%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 4,769	15%
Maint. Charge	369002	\$ 56,100	\$ 470	1%
Court Costs	369003	\$ 32,500	\$ 3,451	11%
Inter-Amp Transfer (In)		\$ -	\$ -	
<b>TOTAL REVENUE</b>		<b>\$ 4,927,634</b>	<b>\$ 417,194</b>	<b>8%</b>
Administrative Salaries	411000	\$ 445,390	\$ 34,111	8%
Legal	413000	\$ 47,100	\$ 7,773	17%
Travel	415000	\$ 2,850	\$ 124	4%
Auditing Fees	417100	\$ 12,860	\$ -	0%
	419001	\$ 500	\$ -	0%
Telephone	419004	\$ 29,200	\$ 3,033	10%
Publications	419006	\$ 720	\$ 167	23%
Membership Dues & Fees	419008	\$ 2,670	\$ 20	1%
Postage	419010	\$ 11,770	\$ 776	7%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 333	5%
Office Supplies	419014	\$ 15,800	\$ 1,516	10%
Bank Fees	419020	\$ 16,500	\$ -	0%
Computer Maintenance	419022	\$ 26,400	\$ 4,053	15%
Outside Printing	419030	\$ 900	\$ 28	3%
Software	419032	\$ 11,185	\$ -	0%
Automotive Maintenance	419044	\$ 21,900	\$ 1,265	6%
Inspections	419050	\$ 22,230	\$ 705	3%
Management Fees	419101	\$ 430,841	\$ 36,827	9%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,948	8%
Recreation/Other Services	422000	\$ 33,550	\$ 1,200	4%
Water	431000	\$ 417,380	\$ 38,931	9%
Electricity	432000	\$ 166,800	\$ 15,750	9%
Gas	433000	\$ 409,000	\$ 6,710	2%
Recycling	435000	\$ 58,407	\$ 96	0%
Maintenance Labor	441000	\$ 602,078	\$ 49,371	8%
Maintenance Materials	442000	\$ 247,000	\$ 15,237	6%
Garbage & Trash	443001	\$ 55,920	\$ 4,830	9%
Heating & Cooling	443002	\$ 13,100	\$ 2,464	19%
Snow Removal	443003	\$ 15,650	\$ -	0%
Elevator Maintenance	443004	\$ 14,000	\$ -	0%
Landscape & Grounds	443005	\$ 40,500	\$ 4,083	10%
Unit Turnaround	443006	\$ 142,150	\$ 15,500	11%
Electrical	443007	\$ 4,800	\$ -	0%
Plumbing	443008	\$ 14,900	\$ -	0%
Exterminating	443009	\$ 48,864	\$ 5,413	11%
Janitorial	443010	\$ 1,200	\$ -	0%
Routine Maintenance	443011	\$ 21,200	\$ -	0%
Misc.	443012	\$ 53,200	\$ 873	2%
Protective Services - Contracts	448000	\$ 7,732	\$ 572	7%
Property	451001	\$ 109,022	\$ 9,079	8%
General Liability	451002	\$ 53,730	\$ 4,452	8%
Workers Comp.	451003	\$ 22,165	\$ 2,421	11%
Other	451004	\$ 8,850	\$ 697	8%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	0%
OPEB Expense	444400		\$ -	0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 1,914	1%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 1,140	0%
Employer FICA - Administrative	454200	\$ 34,115	\$ 2,526	7%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 3,397	8%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ -	0%
Reserve Account		\$ 550,394	\$ 133,859	24%
<b>TOTAL EXPENSES</b>		<b>\$ 4,927,634</b>	<b>\$ 417,195</b>	<b>8%</b>
<b>TOTAL INCOME</b>		<b>\$ -</b>	<b>\$ (0)</b>	
Amp Fee				
Inter-Amp Transfer (Out)				



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

August 22, 2012

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

## **HONORABLE MEMBERS IN SESSION**

### **SUBJECT:**

Monthly Housing Choice Informational Report for June 2012

### **CONTACT PERSON:**

Kendra Schmidtman  
Housing Choice Voucher Coordinator

### **OVERVIEW:**

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. No files were drawn down in June. 100% of all waitlist files are being audited. Six files were audited in June. One error was reported and corrected within 7 days.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on 2 units per month. LHC performed eight QC reviews of unit rents in June. The QC review indicated 100% of the rents approved by LHC in June met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of 2 files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC performed QC reviews on 3 files, or 1/2% of all current, non-waitlist participant files in June. 100% of the adjusted income was correct.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two units per month. The LHC performed five QC inspections in June. Two deficiencies were found and corrected within 30 days.





5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24 hours. The LHC cited seven 24-hour HQS deficiencies in the month of June. 100% were completed within 24 hours. Overall for the year the LHC exceeds HUD's 98% completion standard.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments:



## SECTION 8 DEPARTMENTAL REPORT

	Apr 2012	May 2012	June 2012
<b>TOTAL NEW LEASES</b>	4	32	24
Total Move-outs	6	7	5
Net	-2	25	19
Number on Voucher Wait List	750	750	750
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	6	0	0
Number of Informal Meetings	3	2	0
Number of Applicants Briefed	24	36	0
Total Resident Change of Units (transfers)	16	18	27
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	152	117	107
Annual Recertifications Completed	147	112	107
Annual Delinquent Reexaminations	0	0	0
Interims Completed	97	78	104
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	117	98	82
Annual HQS Inspections Completed	108	82	115
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	47	35	60
<b>FSS FAMILIES MANDATORY</b>	40	40	40
Total FSS Families	32	32	31
<b>Total # of HCV Accts. Rec.</b>	26	28	27
Monthly Total Amount Owed	\$15,708.62	\$12,615.12	\$12,696.32
Monthly Total Amount Collected	\$2,658.10	\$1,737.60	\$2,206.70
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1498	1520	1537
<b>% UTILIZED UNITS</b>	<b>88.12%</b>	<b>89.41%</b>	<b>90.41%</b>
<b>Special Program Vouchers</b>			
Shelter Plus Care Voucher Utilization	52	52	51
VASH Voucher Utilization	57	60	63
Monthly Total Voucher Unit Utilization	1607	1632	1651
Total HCV Budget for 2012	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$3,005,684.69	\$3,776,540.29	\$4,595,608.12
HCV Budget Allocation YTD	\$3,246,666.68	\$4,058,333.35	\$4,870,000.02
<i>Expenditure Surplus (Overage) *</i>	<i>\$240,981.99</i>	<i>\$281,793.06</i>	<i>\$274,391.90</i>
Remaining Voucher Budget	\$6,734,315.31	\$5,963,459.71	\$5,144,391.88
Shelter Plus Care Budget	\$68,986.41	\$87,141.21	\$103,250.21
Shelter Plus Care Budget Used YTD	\$68,986.41	\$87,141.21	\$103,250.21
Shelter Plus Care Budget Allocation YTD	\$68,986.41	\$87,141.21	\$103,250.21
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$85,299.00	\$108,658.72	\$136,143.72
VASH Budget Allocation YTD	\$100,000.00	\$125,000.00	\$150,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$14,701.00</i>	<i>\$16,341.28</i>	<i>\$13,856.28</i>
Remaining Voucher Budget	\$214,701.00	\$191,341.28	\$163,856.28





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August 22, 2012

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

### **HONORABLE MEMBERS IN SESSION**

#### **SUBJECT:**

Monthly Housing Choice Informational Report for July 2012

#### **CONTACT PERSON:**

Kendra Schmidtman  
Housing Choice Voucher Coordinator

#### **OVERVIEW:**

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights of this month's report are:

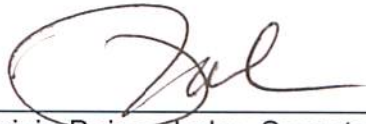
1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. No files were drawn down in July. 100% of all waitlist files are being audited. Four files were audited in July. No errors were reported.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on 2 units per month. LHC performed 18 QC reviews of unit rents in July. The QC review indicated 100% of the rents approved by LHC in July met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC did not conduct any QC file reviews on non-waitlist participant files in July; instead, focus was placed on fiscal year-end reporting requirements. However, we completed 104 QC files for the 2012 fiscal year.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two units per month. The LHC did not perform any QC inspections in July; instead, focus was placed on fiscal year-end reporting requirements. However, we performed 45 QC inspections for the 2012 fiscal year.





5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24 hours. The LHC cited one 24-hour HQS deficiency in the month of July, which was completed within 24 hours. Overall for the year the LHC exceeds HUD's 98% completion standard.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments:



## SECTION 8 DEPARTMENTAL REPORT

	May 2012	June 2012	July 2012
<b>TOTAL NEW LEASES</b>	32	24	21
Total Move-outs	7	5	5
Net	25	19	16
Number on Voucher Wait List	750	750	750
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	2	0	0
Number of Applicants Briefed	36	0	0
Total Resident Change of Units (transfers)	18	27	15
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	117	107	94
Annual Recertifications Completed	112	107	90
Annual Delinquent Reexaminations	0	0	0
Interims Completed	78	104	92
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	98	82	89
Annual HQS Inspections Completed	82	115	98
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	35	60	41
<b>FSS FAMILIES MANDATORY</b>	40	40	40
Total FSS Families	32	31	31
<b>Total # of HCV Accts. Rec.</b>	28	27	24
Monthly Total Amount Owed	\$12,615.12	\$12,696.32	\$12,002.63
Monthly Total Amount Collected	\$1,737.60	\$2,206.70	\$774.70
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1520	1537	1553
<b>% UTILIZED UNITS</b>	<b>89.41%</b>	<b>90.41%</b>	<b>91.35%</b>
<b>Special Program Vouchers</b>			
Shelter Plus Care Voucher Utilization	52	51	51
VASH Voucher Utilization	60	63	63
Monthly Total Voucher Unit Utilization	1632	1651	1667
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$3,776,540.29	\$4,547,395.89	\$5,427,158.59
HCV Budget Allocation YTD	\$4,058,333.35	\$4,870,000.02	\$5,681,666.69
<i>Expenditure Surplus (Overage) *</i>	<i>\$281,793.06</i>	<i>\$322,604.13</i>	<i>\$254,508.10</i>
Remaining Voucher Budget	\$5,963,459.71	\$5,192,604.11	\$4,312,841.41
Shelter Plus Care Budget	\$87,141.21	\$105,296.01	\$119,359.21
Shelter Plus Care Budget Used YTD	\$87,141.21	\$105,296.01	\$119,359.21
Shelter Plus Care Budget Allocation YTD	\$87,141.21	\$105,296.01	\$119,359.21
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$108,658.72	\$132,018.44	\$161,256.72
VASH Budget Allocation YTD	\$125,000.00	\$150,000.00	\$175,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$16,341.28</i>	<i>\$17,981.56</i>	<i>\$13,743.28</i>
Remaining Voucher Budget	\$191,341.28	\$167,981.56	\$138,743.28





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August 22, 2012

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

### **SUBJECT:**

**Modernization Monthly Report July 2012 Reporting Month**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

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

#### Hildebrandt Community Center

Hobbs and Black architects provided design, drawings and bidding assistance. Laux Construction was the contractor. All work is complete on time and on budget.

**Funding Source:** CFP 2010  
**Architect Fees:** \$50,000 \*(Hildebrandt & LaRoy Froh)  
**Contract Amount:** \$499,000  
**Change Orders to date:** \$31,007

#### LaRoy Froh Window Replacement

Fleis – Vandenbrink architects provided design, drawings and bid assistance. First Contracting was the contractor. All work is complete on time and on budget

**Funding Source:** CFP 2010  
**Architect Fees:** \$19,500  
**Contract Amount:** \$219,750  
**Change Orders to date:** \$ -0-

#### LaRoy Froh Fire

MC Smith Architects is providing construction management. Insurance proceeds were received. Construction is on schedule with completion anticipated on or before August 31, 2012. The work is on schedule and on budget.





**Funding Source:** Insurance Proceeds less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Omega construction is the contractor. Work commenced on May 23, 2012. Construction hit a snag with a plumbing permit issue. However, completion of the Head start area is on schedule. A change order request for a time extension regarding the plumbing issues has been submitted. Overall completion without a change order is anticipated in October.

**Funding Source:** CFP 2011  
**Architect Fees:** Included in Hildebrandt Above\*  
**Contract Amount:** \$343,458.00

Esco RFP

Honeywell has begun the Investment Grade Audit (IGA) was approved of LHC properties. Work is progressing on schedule.





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August 22, 2012

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

**SUBJECT:**

ASSET MANAGEMENT MONTHLY REPORT JULY, 2012 REPORTING MONTH

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

**OVERVIEW:**

Lansing Housing Commission communities have an overall occupancy rate exceeding 96.27% for the month. The communities achieved an accuracy score of 99.87% on submissions to PIC with 75% of the July recertification's completed. We closed more than 87% of the routine work orders along with 100% of the emergency work orders. There was a significant increase in court filings this month resulting in more vacancy loss than in previous months. In addition, we are working closely with the Lansing Police Department to remove lease violators at S. Washington and other properties.

**OCCUPANCY:**

In accordance with the PHAS scoring system the unit months occupied indicates the occupancy for July is as follows:

- Mt Vernon 98%
- Hildebrandt 96%
- South Washington Park 95%
- LaRoy Froh 96%

We opened the waiting lists for all public housing sites and all bedroom sizes in July.

**LEASE ENFORCEMENTS:**

Thirty two households received lease warnings, 18 households received lease violations and 10 received notices to quit/ lease terminations

Respectfully submitted,

Patricia Baines Lake, Secretary to the Board,  
Lansing Housing Commission





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**August 22, 2012**

**HONORABLE MEMBERS IN SESSION**

**Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933**

**SUBJECT:**

**Executive Office Quarterly Report on LHC Activities, March 1, 2012- June 30, 2012.**

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
372-7996

**OVERVIEW**

This report provides a detailed outline of LHC accomplishments from March 1, 2012 – June 30, 2012.

**ACCOMPLISHMENTS**

**Organizational Improvements/Changes**

Executive Director conducted regular all staff meetings, which included outside training as follows

- Fair Housing & Equal Employment Opportunity
- Insurance–Open Enrollment
- Customer Service Training

LHC:

- Re-organized Housing Choice Voucher Division (One Stop Customer Service)
- Lease/Optioned 3337 Remy
- Purchased New Central Office Space
- Rolled Out New Website

Executive Director conducted Divisional Housing Choice Voucher, Finance and Executive staff meetings

Individual Managers conducted monthly staff meetings

Human Resources implemented new employee retirement program co-pay structure





**LHC staff/board attended training as follows:**

Financial Governance Tony Baltimore & Ramiro Salazar  
HUD's Electronic Mandatory EIV Training - Several Managers and Assistants attended  
Family Self Sufficient Training – Jennifer Burnette & Debra Baker  
Crystal Report Training – Ramiro Salazar, Lisa Parsons and Jennifer Burnette  
Hearing Officer Training – All PH Managers, Assistant Managers and HCV Coordinators  
Supervision and Management for 1<sup>st</sup> Time Managers - Erica Valasquez  
Public Housing Assessment System Training (PHAS)- Erica Valasquez and Janell McLeod  
Communicating with Confidence for Women - Several Female Staff Members  
Public Housing Manager Training - Janell McLeod, Terrion Maxwell  
High Performance Management – Housing Choice Voucher Coordinators, Public Housing Managers & Assistant Managers

**Site Improvements/HCV Improvements**

Hildebrandt office and community building renovations are complete

La Roy Froh's community building is being renovated. The de-construction started in May. The Head start area will be ready for fall classes. The entire structure is targeted for completion with everything back on line in October. The six unit building which was de-commissioned because of a fire will be back on line at the end of August.

Honeywell was selected to evaluate and recommend energy improvements and cost savings for all properties utilizing HUD's ESCO program. Evaluation activities have commenced.

HCV has drawn down 250 households, which are in various stages of approval.

**New Policies & Procedures Implemented**

LHC Revised:

- ✓ Conflict of Interest Policy
- ✓ Write off Policy
- ✓ Personnel Manual

**Compliance**

LHC achieved HUD objectives for PIC reporting rates

LHC is Utilizing Capital Funds consistent with HUD expectations

LHC is current with HUD reporting requirements.

LHC maintained an overall occupancy rate in excess of 97%

National Equity Fund Asset Manager conducted a physical inspection of Oliver Gardens and found the property to be in compliance.

LHC received HUD verified score of 76% for 2011 PHAS (see the attached letter)




**CONCLUSION:**

The Lansing Housing Commission continues to strive to improve its operations by training staff, developing and implementing Standard Operating Procedures and performing quality control evaluations of our operations.

We continue to work towards the following goals:

- increasing Housing Choice Voucher Program utilization to approximately 1600 participants
- maintaining 97% plus occupancy
- reducing backlogged work orders
- identifying opportunities to earn non-federal income

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



Patricia Baines-Lake, Secretary to the Board  
Lansing Housing Commission





**U.S. Department of Housing and Urban Development**

OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

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Report Date: 08/21/2012

PHA Code:	MI058
PHA Name:	Lansing Housing Commission
Fiscal Year End:	06/30/2011

PHAS Indicators	Score	Maximum Score
Physical	33	40
Financial	17	25
Management	17	25
Capital Fund	10	10
Late Penalty Points	-1	
<b>PHAS Total Score</b>	<b>76</b>	<b>100</b>
<b>Designation Status:</b>	<b>Standard Performer</b>	

Published Date: 08/17/2012

Initial published date: 08/17/2012

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The sum of the indicators displayed may not equal the composite PHAS score shown due to rounding.



NAME

Organization

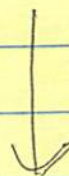
Amber Love

Girl Scouts

Rebecca Jenkins

Kristin Nelson

Morgan Ostrander



Barb Shipman

St Vincent de Paul /  
St Casimir Church

Cindy Zimmerman

St. Casimir St. Vincent de Paul

Patricia AB Laic

LHC

Janelle McLeod

LHC

Erica Velasquez

LHC

Terrion Maxwell

LHC

RAMIRO SALAZAR

LHC

Kendree Schmidtman

LHC

Rhonda Pagel

LHC

Melissa Little

LHC

LISA PERSONS

LHC