



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

Agenda
Lansing Housing Commission
August 26, 2015

Call to Order.

1. Roll Call.

2. Approval of Minutes of May 27, 2015

3. Action Items

- a) Resolution No. 1231-Approval to enter into a Contract between LHC and Metro Development for Gutters, Downspouts & Fascia at Hildebrandt
- b) Resolution No. 1232-Approval to enter into a Contract between LJ Trumble LLC & LHC for Grading And Drainage Repair
- c) Resolution No. 1233- Approval to enter into a Contract between LJ Trumble LLC & LHC to complete kitchen and bath remodels at Mt Vernon
- d) Resolution No. 1234-Approval to extend and increase the contract amount the Contract between Dickie May LHC for Finance and Accounting Services
- e) Resolution No. 1235 Approval to submit the 2015 Annual SEMAP Certification to the U. S. Department of Housing and Urban Development
- f) Resolution No. 1236-Approval of the 2015 HCV rent payment standards

4. Informational Items

- | | |
|---|----------------------|
| a. Accounting/Audit Update | Patricia Baines-Lake |
| b. Housing Choice Voucher Report – | Jennifer Burnette |
| i. Asset Management Report - | Rhonda Pagel |
| ii. Mt. Vernon & Scattered Sites AMP 102 | Kris Whipple |
| iii. Hildebrandt & Scattered Sites AMP 103 | Rhonda Pagel |
| iv. LaRoy Froh & Scattered Sites AMP 111 | Lisa Parsons |
| v. South Washington & Scattered Sites AMP 112 | Janell McLeod |
| vi. Modernization Report | Patricia Baines-Lake |

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 26, 2015

Agenda

5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment





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

**Minutes of the May 27, 2015
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners, Baltimore, Frens, and Deschaine,
Absent: Joyce and Koppelman-Helvey

GUESTS: Dickey May, Financial Consultant, Carolyn Wade and Cheryl Aldridge

STAFF: Patricia Baines-Lake Lisa Parsons
Rhonda Pagel Alecia Orozzo
Jennifer Burnette
Janell McLeod

Commissioner Frens moved and Commissioner Deschaine 2nd a motion to approve the minutes of the April 22, 2015 Board Meeting. **The Motion was approved by all members present.**

Commissioner Koppelman-Helvey moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1229-2015-16 Budget Approval. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1230 Approval of Kitchen and Baths renovations-Hildebrandt. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Accounting RFP Update		Patricia Baines-Lake
Housing Choice Voucher Report		Jennifer Burnette
Asset Management		Janell McLeod
Mt. Vernon	AMP 104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod
Modernization Report		Dona Davenport



There being no other business, Commissioner Baltimore adjourned the meeting at 6:25p.m.





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

August 26, 2015

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to enter into a Contract between Metro Development Corporation and Lansing Housing Commission to replace Gutters, Downspouts and Fascia at Hildebrandt - Resolution #1231

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1231, which authorizes the Executive Director to execute a Contract with Metro Development Corporation to replace Gutters, Downspouts and Fascia at Hildebrandt.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's approval to allow the Executive Director to enter into a contract not too exceed \$58,060.00 to replace Gutters, Downspouts and Fascia at Hildebrandt.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP to replace Gutters, Downspouts and Fascia at Hildebrandt on June 1, 2015 based on drawings and specifications prepared by Hobbs and Black Architects. LHC and Hobbs and Black conducted a walk thru at Hildebrandt in June 11, 2015. Several contractors participated in the walkthrough and indicated the intent to bid. We did not receive at least 3 sealed bids at the June 23rd bid opening.

Therefore, on July 6th LHC reissued an RFP to replace Gutters, Downspouts and Fascia at Hildebrandt and conducted extensive outreach to garner more bidders. The walk thru was conducted on July 13 and sealed bids were due on July 21, 2015. Once again, despite commitments by more than three contractors, LHC only received 2 bids.

According to Hobbs and Black and other procurers of construction work most contractors are very busy this season. Also based on the volume of construction work taking place in the Lansing area businesses who need construction work completed are receiving fewer bids than typical and the costs are substantially greater than 1 year ago. The bids exceed the Internal Cost Estimate (ICE). However, Hobbs and Black does believe the bid of \$104,589.00 for the heavy weight PVC downspouts is reasonable. Never the less the contractor proposed an alternative of aluminum downspouts at a contract cost of \$58,060.00 (a substantial savings) which is also deemed reasonable. This \$56,000 cost reduction is so significant that Hobbs & Black recommended acceptance of the aluminum downspout alternative.

Note: Aluminum Downspouts have been replaced with PVC at all the LHC family sites.

Hobbs and Black conducted post-bid interviews with the two (2) bidders to ensure the bid understandings. The initial apparent low bidder was LJ Trumble Contractors LLC. However, after a thorough review Metro Development Corporation was determined to be the lowest responsive, responsible bidder.

Hobbs and Black recommended award of the project to Metro Development Corporation based on a review of the bids submitted and contractor qualifications and concurs with this recommendation.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: Metro Development Corporation

Maximum Contract(s) Amount: \$58,060.00

Term: 45 Days - per contract term

Funding: 2014-15 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:


Patricia Baines-Lake, Secretary



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

Resolution No. 1231

ADOPTED BY THE LANSING HOUSING COMMISSION

August 26, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to enter into a contract between the Lansing Housing Commission and Metro Development Corporation, LLC, to complete Gutter Downspout and Fascia replacement at Hildebrandt, pursuant to drawings and specifications completed by Hobbs and Black.

The contract amount is not to exceed \$58,060.00 (inclusive of an \$8,000.00 contingency). The contract period shall not exceed 45 days.

Funding Source: 2014 and 2015 CFP funds.

Yeas

5

Nays

0

Abstentions

0

Attest

Secretary

For Clerks Use Only


Chair

Resolution No: 1231

Date Adopted: 08/26/2015



July 28, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, MI 48933

Attention: Edward Forrest, Interim Modernization Coordinator

Re: Hildebrandt Gutter and Downspout Improvements
HOBBS+BLACK NO. 15-303.00

We have reviewed the bids received on July 21, 2015 for Hildebrandt Apartment Gutter and Downspout Improvements project. Enclosed is a bid tab and bid evaluation of the bids received.

We interviewed both bidders and they confirmed that they have included all the known work required for completion of the project. Trumble Construction was the low bidder, but had a math error. Metro's bid was deemed complete.

Based on this review, we are recommending Lansing Housing Commission award the contract to Metro Development Corporation. The base bid amount includes a contingency allowance of \$8,000; which would return to Lansing Housing Commission if not used.

Sincerely,

HOBBS+BLACK ARCHITECTS

Nick Scarpone, AIA, NCARB, CSI
Vice President

NCS:ns
Enclosures

cc: Patricia Baines-Lake, Lansing Housing Commission
Donald P. Heck, Wolverine Engineers and Surveyors, Inc.
John Mortimore, Hobbs+Black Associates, Inc.

August 20, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, MI 48933

Attention: Patricial Baines-Lake, Executive Director

Re: Hildebrandt Gutter and Downspout Improvements
HUD MI 058-103-GFD
HOBBS+BLACK NO. 15-303.00

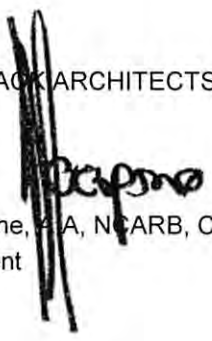
We have reviewed the Post Bid Addendum received from Metro Development on August 18, 2015 for Hildebrandt Apartment Gutter and Downspout Improvements project. A copy of the document is attached.

The voluntary deduction offered by Metro for \$60,000 on the July 21, 2015 bid offered a deletion of the heavy-weight PVC pipes, which spanned from the second floor plate to grade. The contractor, however, did not provide a price for replacing the PVC with anything, thus leaving the voluntary bid incomplete. The Post Bid price provides aluminum downspouts from the second floor to grade, matching the upper section of downspout for a price of \$13,471. Completion of the project with only aluminum downspouts is at a deduction of (\$46,529) from the base bid. The overall Bid for Gutter, Fascia and Downspouts with full height aluminum downspouts therefore is \$58,060. The base bid amount includes a contingency allowance of \$8,000; which would return to Lansing Housing Commission if not used.

Based on this review, we recommend that Lansing Housing Commission approve full height aluminum downspouts for use on the Project and proceed with a contract in the amount of \$58,060 with Metro Development.

Sincerely,

HOBBS+BLACK ARCHITECTS


Nick Scarpone, AIA, NCARB, CSI
Vice President

NCS:ns

Enclosures

Cc: John Mortimore, Hobbs+Black Architects

POST BID ADDENDUM ONE

DATE: August 13, 2015

PROJECT: Hildebrandt Park Apartments Gutter, Fascia and Downspouts
HUD MI 058-103-GFD
3122 N. Turner Street
Lansing, MI 48906

H+B PROJECT #: 15-303.00

1. Provide price for substituting PVC leaders with aluminum downspouts, which match upper downspout provision at Detail 5/A-301, if voluntary alternate is taken. Provide price by 5:00 p.m., August 18, 2015.

\$ 13,471⁰⁰

END OF ADDENDUM

*Note:
Unit price for this item is 5.70 per linear foot.
The increase over the other downspout price is
due to no scrap value in PVC being removed, disposal
of removed PVC and mounting to brick.*

P:\2015\15303\DOCS\Addenda\POST BID ADDENDUM 01.docx

HOBBS+BLACK ASSOCIATES INC ARCHITECTS | ENGINEERS | INTERIOR DESIGNERS
P.517.484.4870 F.517.484.1369 117 E. Allegan Street Lansing, Michigan 48933 www.hobbs-black.com

ANN ARBOR | LANSING | PHOENIX

Lansing Housing Commission
Hildebrandt Park Apartments
**Gutter, Fascia and Downspout
Replacement REBID**
HUD Project No. MI-058-103-GFD
Bids Received 2:00 p.m., July 21, 2015

[illegible]



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

August 26, 2015

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to enter into a Contract between LJ Trumble Builders LLC and Lansing Housing Commission to complete Grading and Drainage Improvements at Hildebrandt - Resolution #1232

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1232, which authorizes the Executive Director to execute a Contract with LJ Trumble Builders LLC to complete Grading and Drainage Improvements at Hildebrandt.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's approval to allow the Executive Director to enter into a contract not to exceed \$139,000.00 to complete Grading and Drainage Improvements at Hildebrandt.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP to replace complete Grading and Drainage Improvements at Hildebrandt on June 1, 2015 based on drawings and specifications prepared by Hobbs and Black Architects. LHC and Hobbs and Black conducted a walk thru at Hildebrandt on June 11, 2015. Several contractors participated in the walkthrough and indicated the intent to bid. We did not receive at least 3 sealed bids at the June 23rd bid opening.

Therefore, on July 6th LHC reissued an RFP for Grading and Drainage Improvements at Hildebrandt and conducted extensive outreach to garner more bidders. The walk thru was conducted on July 13 and sealed bids were due on July 21, 2015. Once again, despite commitments by more than three contractors, LHC only received two (2) bids.

Hobbs and Black and other procurers of construction work indicate most contractors are very busy this season. Also based on the volume of construction work taking place in the Lansing area businesses procuring construction work are receiving fewer bids than typical and the costs are substantially greater than 1 year ago. The bids for this work exceed the Internal Cost Estimate (ICE) \$95,000 vs. 139,000.00- 32%. However, Hobbs and Black believes the bid is "reasonable" given the current construction climate.

Hobbs and Black conducted post-bid interviews with the two (2) bidders to ensure the bid understandings. The lowest responsive, responsible bidder was LJ Trumble Builders, LLC.

Hobbs and Black recommended award of the project to LJ Trumble Builders, LLC based on a review of the bids submitted and contractor qualifications and concurs with this recommendation.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: LJ Trumble Builders, LLC
Maximum Contract(s) Amount: \$139,000.00
Term: Not to exceed 90 Days
Funding: 2014-15 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia Baines-Lake, Secretary



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

Resolution No. 1232

ADOPTED BY THE LANSING HOUSING COMMISSION

August 26, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to enter into a contract between the Lansing Housing Commission and LJ Trumble Builders LLC, to complete Grading and Drainage Improvements at Hildebrandt, pursuant to drawings and specifications completed by Hobbs and Black.

The contact amount is not to exceed \$139,000. The contract period shall not exceed 90 days.

Funding Source: 2014 CFP funds.

Yeas

5

Nays

0


Abstentions

0

Attest

Secretary

For Clerks Use Only


Chair

Resolution No: 1232

Date Adopted: 08/26/2015



July 28, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, MI 48933

Attention: Edward Forrest, Interim Modernization Coordinator

Re: Hildebrandt Grading and Drainage Improvements
HOBBS+BLACK NO. 15-303.01

We have reviewed the bids received on July 21, 2015 for Hildebrandt Apartment Grading and Drainage project. Enclosed is a bid tab and bid evaluation of the bids received.

We interviewed both bidders and they confirmed that they have included all the known work required for completion of the project. Trumble Construction has the lower base bid, completion time, and unit prices. Both bidders have previous experience and reputation with Hobbs+Black and Wolverine Engineers.

Based on this review, we are recommending Lansing Housing Commission award the contract to L.J. Trumble Builders. The base bid amount includes a contingency allowance of \$10,000; which would return to Lansing Housing Commission if not used.

Sincerely,

HOBBS+BLACK ARCHITECTS

Nick Scarponi, AIA, NCARB, CSI
Vice President

NCS:ns
Enclosures

cc: Patricia Baines-Lake, Lansing Housing Commission
Donald P. Heck, Wolverine Engineers and Surveyors, Inc.
John Mortimore, Hobbs+Black Associates, Inc.

Lansing Housing Commission
Hildebrandt Park Apartments
**Grading and Drainage
Improvements REBID**
HUD Project No. MI-058-103-G&D
Bids Received 2:00 p.m., July 21, 2015

[illegible]



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August 26, 2015

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to enter into a Contract between LJ Trumble Builders LLC and Lansing Housing Commission to renovate multiple Kitchens and Bathrooms at Mt. Vernon - Resolution #1233.

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1233 which authorizes the Executive Director to execute a Contract with LJ Trumble Builders LLC to renovate multiple kitchens and bathrooms at Mt Vernon.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's approval to allow the Executive Director to enter into multiple task orders not to exceed \$850,000.00 to renovate kitchen and bathrooms in multiple LHC units at Mt. Vernon.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for renovation of the Kitchen and Bathrooms at Mt. Vernon on March 27, 2015 based on drawings and specifications prepared by M. C. Smith Associates & Architectural Group. LHC and M. C. Smith Associates & Architectural Group conducted a walk thru pre-bid meeting at Mt. Vernon on June 25, 2015. Five (5) contractors including one supplier participated in the walkthrough. The sealed bids were due on July 16th, 2015. Four contractors, LHC staff and one M. C. Smith Associates & Architectural Group representative participated in the bid opening.

M. C. Smith Associates & Architectural Group conducted post-bid interviews with the low bidder to ensure the bid understandings and qualifications. After a thorough review LJ Trumble LLC was determined to be the lowest responsive, responsible bidder.

M. C. Smith Associates & Architectural Group recommends award of the project to LJ Trumble LLC based on a review of the bids submitted and contractor qualifications. The bid reflected costs based on unit sizes with an initial rate guarantee for months 1-12 and a subsequent rate guarantee for months 13-24 and attic insulation and ventilation work. The maximum number of units which can be renovated will be based on the unit sizes renovated. However, the collective task order amounts shall not exceed \$850,000.00.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: LJ Trumble LLC

Maximum Contract(s) Amount: \$850,000.00

Term: 90-120 Days - per task term

Funding: 2015 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia Baines-Lake, Secretary



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Resolution No. 1233

ADOPTED BY THE LANSING HOUSING COMMISSION

August 26, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to enter into a contract between the Lansing Housing Commission and LJ Trumble, LLC, to complete multiple kitchen and bathroom renovations, at Mt. Vernon, pursuant to drawings and specifications completed by MC Smith Architects.

The contract amount is not to exceed \$850,000.00 to be expended based on task orders issued over the next 2 years. The Unit Prices are as follows:

			Unit price cost 1-12 & 13-24 months from bid date	
			1-12 Months	13-24 Months
One Bedroom Apartment				
1BR	Apartment A		\$36,700.00	\$39,000.00
1BR	Apartment B		\$39,600.00	\$42,000.00
1BR	Apartment BF		\$42,000.00	\$44,000.00
1BR	Apartment C		\$44,800.00	\$47,000.00
2BR	Apartment		\$49,800.00	\$52,000.00
3BR	Apartment		\$48,600.00	\$51,000.00
4BR	Apartment		\$52,500.00	\$55,000.00
5BR.	Apartment		\$56,000.00	\$59,000.00

Work Item 1					
Attic Insulation and Ventilation					
	Description	Quantity		Unit Cost	
1	Bathroom Exhaust Fans		units	\$300.00	
2	Kitchen Range Hoods		units	\$350.00	
3	Attic ventilation	9	bldgs.	\$555.00	
4	Attic insulation	9	bldgs	\$2,839.00	
5	Pipe insulation (domestic)	9	bldgs	\$1,830.00	



Funding Source: 2015 -16 and CFP funds

Jong Bastie
Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1233

Date Adopted: 08/26/2015





**M.C. SMITH
ASSOCIATES AND
ARCHITECTURAL GROUP**

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

July 29, 2015

Ms. Patricia Baines-Lake, Executive Director
Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

RE: Mt. Vernon Park Renovations – Bid Recommendation Letter

Dear Patricia,

On Thursday, July 16, 2015, four (4) bids were received for the above-mentioned project as follows:

LJ Trumble Builders, LLC	\$478,753.00
First Contracting, Inc.	\$511,309.01
JDK	\$557,334.40
Metro Development	\$591,702.00

For your records, please find attached the bid tabulation sheet. A copy of the bids were left with Dona Davenport.

Our office has spoken with Mr. Wade Kralapp and Leo Trumble of LJ Trumble Builders, LLC, regarding their bid. We discussed the various components of the project to determine if LJ Trumble had a clear and complete understanding of the scope of this project. They assured me they understood all aspects of the project and bid the project as specified.

Mr. Wade Kralapp, of LJ Trumble, attended the Pre-Bid Meeting to review the work to be completed as part of the project.

M. C. Smith has recently worked with LJ Trumble Builders on multiple projects with other housing commissions around the State of Michigan. They have demonstrated knowledge of the HUD requirements as well as a commitment to the quality of the final product.

Ms. Patricia Baines-Lake, Executive Director
Lansing Housing Commission
July 29, 2015

Page -2-

In addition to our experience with LJ Trumble, they have recently completed the renovations at the Mt. Vernon Park Community Center. Ms. Dona Davenport spoke highly of their work and is pleased they will continue working at Mt. Vernon Park.

The bid documents did contain two minor irregularities which do not impede my recommendation. First, the bid form noted the HUD 2530 Previous Participation Certification would be submitted upon award. It has since been submitted and is attached. Second, the addendum was noted but not attached to the bid form. Wade demonstrated his understanding of the addendum during our interview. Receipt was acknowledged again via e-mail, attached. Neither of these items is material and will not impact Lansing Housing Commission's ability to enter into a contract with LJ Trumble Builders.

After reviewing the submitted bid and project scope with Wade and Leo, it is my recommendation that this project be awarded to LJ Trumble.

As you know, the bid documents were written to allow the renovation of units as they are vacated. The bid documents do not identify unit type or quantity. The most recent list of vacant units that has been shared with me follows:

3210	Waverly	A – one bedroom
3248	Waverly	D – four bedroom
3358	Waverly	D – four bedroom
3404	Waverly	D – four bedroom
3826	Wilson	F – one bedroom
3872	Wilson	G – one bedroom
3820	Wilson	G – one bedroom

The bid amount will need to be adjusted through unit prices to reflect the current vacant units as well as to allow for the addition of future vacant units. Per your directive, the bid documents state 'the total contract value will not exceed \$1,000,000.' I do need you to verify the amount of the contract you want to enter into.

Please contact me with any comments or questions.

Sincerely,

M. C. Smith Associates and Architectural Group, Inc.

A handwritten signature in blue ink that reads "Kathleen Waters". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Kathleen Waters, R.A.
Associate Architect

Enclosures

BID TABULATION

PROJECT: Lansing Housing – Mt. Vernon Park Renovations
Lansing, Michigan

PROJECT NO.: A-1085

BID DATE: July 16, 2015 at 10:00 a.m.

**M.C. SMITH ASSOCIATES AND
ARCHITECTURAL GROUP, INC.**

Landscape Architecture • Park & Recreation Planning • Architecture
Downtown Planning • Interior Design • Sports Facility Planning
529 Greenwood Avenue S.E. • East Grand Rapids, MI 49506
616-451-3346 • FAX 616-451-1935



CONTRACTOR	BASE BID
Metro Development Corp.	\$591,702.00
LJ Trumble Builders LLC	\$478,753.00
First Contracting, Inc.	\$511,309.01
JDK Restoration Contractors LLC	\$557,334.40



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August 26, 2015

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to modify the terms and conditions of the Contract between Dickey R. May and the Lansing Housing Commission ("LHC")
Resolution #1234

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1234, which authorizes the Executive Director to amend the Contract with Dickey R. May.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's approval to allow the Executive Director to amend the contract with Mr. May in an amount not to exceed \$125,000.00 plus travel and expenses in year one and \$30,000 .00 plus travel and expenses in year two. Mr. May shall Act as Director of the Finance Division, (until the position is filled) ensure the 2015 audited and unaudited statements are submitted before the due date and LHC books and records are maintained in accordance with U. S. Department of Housing and Urban Development ("HUD") requirements and in compliance with Generally Accepted Governmental Auditing Standards ("GAGAS") and Government Accounting Standards Board ("GASB").

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for Financial Services, on April 9, 2015, to complete finance records needed to submit the 2014 annual certified audit, prepare for the 2015 audit and provide quality control of the finance operations. This project was projected to take approximately 325 hours.

An in depth analysis of the work necessary to prepare the finance records for audit revealed far more extensive work was needed than previously understood. There were problems associated with transition and setups from one software system (completed



by prior finance staff) to another which made reconciliations and electronic data sharing challenging. In fact, the contractor had to complete extensive re-work to reconcile FY 2013 and books and records. In addition, LHC has been advertising our vacant Finance Manager position for more than 3 months with no success.

In order to place LHC is in the best position possible to ensure the books and records are maintained as described above and all financial reporting is timely and accurate staff is requesting an amendment to Mr. May's contract. He will act as the Finance Director (at a rate of \$60.00 per hour) until the position is filled and as a quarterly Quality Control monitor over the next two years to ensure the newly developed policies, procedures and operating standards become institutionalized.

Staff recommends an extension and contract increase for Dickey R. May based on, a review agency needs, his competency and the work performed to date.

FINANCIAL CONSIDERATIONS:

Contractor Name: Dickey R. May

Maximum Contract Amount year 1: \$125,000.00 + Travel & Expense (GSA rate) *

Maximum Contract Amount year 2: \$ 30,000.00 + Travel & Expenses (GSA rate) *

Term: 2 Years


Funding: CFP Management Improvement

*Travel & Expenses shall not exceed \$48,000 during the 2 year Contract term.

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1234

**ADOPTED BY THE LANSING HOUSING COMMISSION
August 26, 2015**

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to amend the contract between the Lansing Housing Commission and Dickie R. May to provide Financial Services.

Contractor Name: Dickey R. May

Maximum Contract Amount year 1: \$125,000.00 + Travel & Expense (GSA rate)

Maximum Contract Amount year 2: \$ 30,000.00 + Travel & Expenses (GSA rate)

Term: 2 Years

*Travel & Expenses shall not exceed \$48,000 during the 2 year Contract term.

Funding Source: CFP Management Improvement


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1234

Date Adopted: 08/26/2015



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

August 26, 2015

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to Submit Lansing Housing Commission's ("LHC") 2015 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to the U.S. Department of Housing and Urban Development ("HUD").
Resolution No. 1235.**

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to submit LHC's 2015 SEMAP scores to HUD.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY:

This resolution authorizes LHC to submit its SEMAP self-certified score to "HUD in compliance with 24 CFR sec. 985.101.

BACKGROUND:

24 CFR sec 985.101 requires Public Housing Authority's ("PHA") 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 LHC is a standard performer with a score of 115.

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 Baines-Lake, Secretary to the Board
Lansing Housing Commission





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

Resolution No. 1235

Adopted By the Lansing Housing Commission

August 26, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to submit the attached 2015 SEMAP Certification, with a score of 145, to the U. S. Department of Housing & Urban Development.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only

Resolution No. 1235
Date Adopted 08/26/2015





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

August 26, 2015

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to use a higher payment standard than the HUD Published 2015
Fair Market Rent - Resolution No. 1236.**

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to approve the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use payment standard which are 10% higher than the published fair market rents which are established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503.

BACKGROUND

24 CFR 982.503(A) states, Payment standard schedule. (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance in setting its payment standards within the basic range, or other amount approved by HUD: The PHA's voucher program payment schedule contains payment standards which do not exceed 110 percent of the



current applicable published FMR and which are not less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).

LHC is recommending utilizing 110% of the FMR because the quality and availability of rental units in this area is greatly enhanced by utilizing 110% of the FMR which decreases lease up time and re-inspections. Additionally, MSHDA, the largest Voucher administrator in this area, utilizes 110% of the FMR as their rent payment standard. LHC Voucher holders are better able to compete with other voucher holders whose vouchers are valued at 110% of the FMR when seeking quality rental units if the payment standards are the same.

During an Audit conducted by the HUD Office of Inspector General indicated LHC must obtain Board approval for the agency's payment standards. This request is intended to respond the 2015 Audit finding. In addition, rent standards will be presented to the board in the future for approval prior to implementation. As a result board approval of the 2016 Fiscal Year rent standards will be presented for approval on or before the October meeting.

The 2015 HUD approved Fair Market rents are as follows:

Final FY 2015 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$490	\$624	\$776	\$1,032	\$1,251

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$539	\$686	\$854	\$1135	\$1376

The rent payment standard is one of the determining factors of the number of households LHC can service with the finite amount of dollars provided for rent subsidies by HUD. Utilizing 110% of the payment standard rather than 100% can reduce the number of voucher holder households by 10% or 130-150 households.

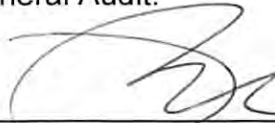
FINANCIAL CONSIDERATIONS:

This action affects the number of households LHC can serve. It does not have a direct financial impact on the Agency.

POLICY CONSIDERATIONS:

The Executive Director previously determined the HCV rent payment standard. LHC has no specific policy regarding this action. However, Board approval is a required action in the 2015 Office of Inspector General Audit.

Respectfully Submitted,



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



Resolution No. 1236

Adopted By the Lansing Housing Commission

August 26, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to approve the 2014-15 payment standards for the Housing Choice Voucher Program as stated in the attached Transmittal.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only

Resolution No. 1236
Date Adopted 08/26/2015





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

August 26, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:
August 2015 Finance Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

CURRENT FINANCIAL OPERATION UPDATE AND OVERVIEW:
This report provides an overview of the Finance Recovery activities for LHC.

Housing and Urban Development ("HUD") Review

Kevin Laviano (Cleveland Field Office Director of Public Housing) HUD assigned Recovery TEAM leader and Claunella Richardson of the Detroit Field Office (TEAM member) conducted a review of LHC in June 28-30, 2015. The review included a meeting with Board Chair Baltimore, a tour of all LHC sites, review of site physical conditions, discussion of LIPH vacancy rates, overview of HCV leasing and LHC's approach to addressing finance deficiencies.

MEETING WITH BOARD CHAIR BALTIMORE

Mr. Laviano provided an overview of the HUD Finance TEAM's approach to providing Technical to LHC to address long standing Finance reporting. The approach will be collaborative, supportive and instructive. The goal is to assist LHC to become a standard performer within 1 year which requires submission of the unaudited and audited Financial Reports on or before the due dates which are October 15, 2015 (extension, from August 31, 2015, requested and approved) and March 31, 2016 respectively.

SITE TOUR AND PHYSICAL CONDITION:

The TEAM toured all LHC sites. They acknowledged our units look very good. They were favorable impressed regarding the exterior and interior physical condition of the units. The unit turn process was discussed in detail. LHC acknowledged the need to increase existing staff by 3-4 senior maintenance workers. We also detailed the current approach for filling vacancies. Since the HUD TEAM's site visit LHC has hired two additional Senior Maintenance staff.



LIPH VACANCY RATES

HUD questioned LHC's inability to attain and sustain a 97% occupancy rate. They encouraged LHC to "market" our units by sharing the image we want to portray and creating our market. LHC opened the waitlist for LaRoy Froh, S. Washington and Mt. Vernon on August 23, 2015. We are also taking pictures of each site's amenities, i.e. the beautiful community rooms, for inclusion on the website and highlighting the programs including the Reading people and learning centers.

HCV LEASING STATUS

HCV is not maximizing the Voucher which could be issued as a result of LHC's intentional decision to avoid over subscribing and a rapid absorption of ported units by other PHA's. To address this issue 100% of the old waiting list names were sent letters indicating the availability of a voucher for their household. Those 270+ households will result in a maximum 10% return or 27 additional vouchers under lease because the waiting list is 3+ years old. As a result of this pull and the need to increase units under lease LHC opened the HCV waiting list. We have sent letters to 50 households off of the new waitlist and will send out an additional 50 within the next 45 days in an effort to increase our lease ups by 100.

LHC'S APPROACH TO FINANCE

LHC contracted with Dickey R. May to utilize approximately 350 hours to lead a team to address the outstanding financial reporting challenges, manage completion of the 2014 Annual Certified Audit for LHC and prepare books and records for the 2015 Annual Certified Audit and QC ongoing financial operations. In addition, LHC is seeking to hire a Finance Manager and one more finance staff person. An Accounts Payable staff person was hired in August.

LHC anticipated hiring a Finance Manager within 45-60 days of Mr. May's contract start in March. However, LHC has not received a sufficient amount of quality responses to the RFP for a Finance Manager. As such, LHC recommends an amendment to Mr. May's contract which extends the term and expands his responsibilities to include acting as LHC's Finance Manager. This contract extension will enable LHC to institutionalize the improvements implemented by Mr. May and either hire and train a full time finance manager or contract with a 3rd party. Staff also recommends contracting a head hunting firm to secure a finance director.

Two essential functions under Mr. May's contract are: Advise the Executive Director, Finance Manager, and Board of the financial implications of management proposals and participate in planning efforts. He is also to report all fiscal items that are unusual in nature requiring the attention of HUD or local authorities to the Board of Commissioners.

To date, utilizing a team of two additional CPA's, one part-time accountant and Mr. May we have reconstructed the books and records for FY 2013 and 2014. Documentation will be ready for Plante Moran to start the 2014 Annual Certified Audit in October with



the 2015 Annual Certified audit to commence immediately thereafter. The TEAM is in the process of reconciling the 2015 balance sheet accounts including bank accounts, accounts and notes receivable, fixed assets, and various liability accounts. During this time period, certain FY2016 transactions are being recorded, such as the payroll entries, capital fund transactions and certain cash related entries. Also, the books are current for CY 2015 for Oliver Gardens, the component unit. The unaudited financials will be entered into HUD's Financial Data System before October 15, 2015, the extended due date.

NEXT STEPS

The HUD TEAM will provide a draft Recovery Plan for Board consideration. Mr. May will provide oversight to the new Finance Manager to ensure reports are timely and accurate, and recordkeeping meets or exceeds generally accepted standards. If LHC is unable to secure a Finance Manager by January 1, 2016 LHC should outsource the finance operations with quality control performed by Dickey R. May. Our objective is to ensure long term systemic operations changes within LHC's finance operations.





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August 26, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report July 2015 Reporting Month

CONTACT PERSON:

Jennifer Burnette
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 high lights 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. Zero (0) files were drawn down in July 2015. When drawn 100% of all waitlist files are audited.
2. HUD requires at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed six (6) 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 (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed three (3) QC file reviews on non-waitlist participant files in July. These files showed no errors and were compliant with all HUD requirements.
4. HUD requires LHC to perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in June. We have completed (0) for this FY. Eight (8) QC inspections are scheduled for August. Based on a site visit to the Grand Rapids Housing Commission LHC is changing the process for conducting QC inspections. Commencing in August the QC will be conducted by LHC staff concurrent with



the original inspection. These 8 inspections will put LHC on target for meeting the objective of 24 unit QC's per year.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited nineteen (19) 24-hour HQS deficiencies in the month of July. 95% of all 24-hour HQS deficiencies were corrected within 24-hours the others were abated accordingly.

DEPARTMENT UPDATE

The Office of Inspector General ("OIG") began a review of the Housing Choice Voucher Program in October 2014. The review was the methodology used to determine if the entire program would be audited. After completing the initial review in February the OIG selected four (4) program areas to perform a full audit.

The full audit of those program areas is complete and covers participants with initial move in dates back to 1999. LHC provided comments on a draft report. The final report including LHC's comments will be issued shortly. However, LHC has elected to address several issues which were noted in the audit phase and again during the exit interview:

1. Board approval of the rent standards - LHC has never requested or obtained Board approval of the HCV rent standards. No prior HUD review or audit has ever identified the concern. This issue was previously handled as a day to day operations matter and authorized by the Executive Director. Board approval of the HCV 2015 rent payment standards are requested as an action item. Rents are scheduled to be adjusted again in October at which time another request will come before the board for approval.
2. Utility Study - LHC will not utilize MSHDA's rent utility analysis to determine utility rates by bedroom size for 2016. Instead we have partnered with the Ingham County Housing Commission to contract with a 3rd party to perform a utility study and analysis.

All Findings issued in the final report must be resolved with the U. S. Department of Housing and Urban Development. We will provide periodic updates on this matter.

Respectfully submitted,


Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	May-15	Jun-15	Jul-15
TOTAL NEW LEASES	1	4	7
Total Move-outs	12	3	5
Net	-11	1	2
Number of Applicants on Voucher Wait List	276	276	276
Number of Applicants Pulled from Wait List	100	0	0
Number of Applications Withdrawn/Denied	0	2	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	15	6
Total Resident Change of Units (transfers)	22	11	15
TOTAL RECERTIFICATIONS DUE BY MONTH	133	142	117
Annual Recertifications Completed	139	117	98
Annual Delinquent Reexaminations	0	0	0
Interims Completed	80	8	108
TOTAL INSPECTIONS DUE BY MONTH	59	61	59
Annual HQS Inspections Completed	59	61	59
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	33	49	47
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	30	30	19
Total # of HCV Accts. Rec.	8	8	8
Monthly Total Amount Owed	\$ 6,040.00	\$ 5,715.00	\$ 5,715.00
Monthly Total Amount Collected	\$ 324.50	\$ 450.00	\$ 450.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1410	1395	1406
% UTILIZED UNITS	82.9%	82.1%	82.7%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	59	59	59
VASH Voucher Utilization	101	100	100
Permanent Supportive Housing (PSH)	120	134	134
Monthly Total Voucher Unit Utilization	1690	1688	1699



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

August 26, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 2015 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% at the end of July. We continue to strive to increase our occupancy level to 98% or higher.

Mt. Vernon currently has 21 vacant units of which two (2) are ready for occupancy. Ten are held for kitchen and bath remodel. Two (2) are currently being rehabbed and will have new occupants next week. The other seven (7) are being reviewed with a contractor to rehab. Six (6) households are assigned to six (6) of those units. Ninety-two (92) three (3) bedroom and four (4) bedroom applicants were pulled to fill the remaining units when the kitchen and baths are done.

Hildebrandt Park occupancy was at 98% at the end of July. We are anticipating a couple move outs in August or September. We will be turning over any Hildebrandt Park units that become vacant to the contractors who are doing our kitchen and bathroom project. They have started on two (2) already. We will continue to fill units from our waiting list for the scattered sites and Forest/Hoyt units. In addition, we are continuing to process applications to get a pool of applicants prepared for move in. The two units which are receiving kitchen and bath remodels must be placed in modernization status in PIC so as not to affect Hildebrandt's occupancy rate.

LaRoy Froh currently has seven (7) vacant units of which one (1) is ready for occupancy. Two (2) will be held for kitchen and bath remodel. One (1) will be held for Bedbug treatment. The other three (3) are being reviewed with contractor to rehab. Two



(2) people are assigned to two (2) of those units. Eighty (80) three (3) bedroom and five (5) bedroom applicants were pulled to fill remaining units.

SWP currently has 15 vacant units of which six (6) are ready for occupancy and rented for move in on August 21, 2015. Of the remaining nine (9) units all are in process besides three (3) that will be started after the nine (9) that are in process are completed. Additional move-ins are being scheduled weekly until units are filled. The entire South Washington Park waitlist has been exhausted. The waitlist will open on August 23 for 1 week and every manager will assist with pulling and qualifying households in order to fill these vacancies.

In July, LHC's combined sites had a total of 95 emergency work orders. 100% were closed or abated within 24 hours. We had 335 work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

Mt. Vernon has 298 annual and routine work orders. This number is large because staff oassisted other sites prepare for their REAC inspection. A city inspection will occur in December so we anticipate the work order number increasing at that time, as all units must have an enclosed basement stairwell. We now have a full staff and will focus on rehabs and current work orders before the City inspections start.

Hildebrandt Park had 282 open work orders as of July 31 which includes annual, routine, REAC, etc. work orders. There were 146 new work orders created in July and the maintenance team closed 97 work orders. We had REAC inspections which contributed to the increase in work orders in July. Our maintenance team will be focusing on closing out work orders until we get to where we need to be.

LaRoy Froh has 188 annual and routine work orders. This number grew because the team prepared for REAC inspections and we were short staffed. The city inspection will occur the first part of September so we anticipate the work order number increasing. The increase will primarily be a result of a new city requirement to enclose basement stairwells. Commencing next month the maintenance team will no longer rotate staff out next month so we will reduce current work orders before the City inspections start coming in.

SWP has a total of 65 open work orders which include annual and routines. This number is down from months prior now that REAC is over and our day to day operations have gone back to normal. We are striving to get back to completing routine work orders within 24-48 business hours of receiving and annual inspection work orders being completed the month following the inspection.



	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	198	833
Total Units Occupied	181	215	206	183	785
Percent Occupied	90%	98%	97%	92%	94%
Move –Ins	1	2	2	0	5
Move-Outs	2	2	1	4	9
Transfers	1	1	0	0	2
Emergency Work Orders	21	20	26	28	95
Work Orders Closed	70	97	54	114	335
Total Work Orders Open	298	282	188	65	833

Note: SWP has one unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$33,095.00	\$5,608.00	\$27,487.00	83%
Hildebrandt	220	\$28,913.00	\$6,086.00	\$22,827.00	79%
LaRoy Froh	213	\$30,229.00	\$7,204.00	\$23,025.00	76%
South Washington	198	\$33,707.00	\$5,634.00	\$28,073.00	83%
Totals	833	\$125,944.00	\$24,532.00	\$101,412.00	80%





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August 26, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:
July 2015 Modernization Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:
This report provides an overview of the July modernization activities for LHC properties.

South Washington Park

The final work on the accessibility feature of the front entry doors will commence within 30 days.

Mt. Vernon-

The Mt. Vernon Kitchen and Bath remodel project will commence immediately after board approval. The request is included in this month's board reports.

Hildebrandt-

Two (2) kitchen and bath remodels have started at Hildebrandt based on the Board's approval of the contract in May. Gutter and Downspout replacement is needed to correct basement water issues. A request to approve work is contained in this Board packet. In addition to the gutters and downspout replacement grading and drainage problems need to be addressed to correct basement water concerns. LHC is requesting board approval for this work in today's meeting.

LaRoy Froh-

DLZ has completed the drawings for kitchen and bath remodels at LaRoy Froh. The RFP for this work will be issued in early September. The unit floor plans will remain substantially as they are currently. This will allow the renovations in occupied units with minimal relocation costs.





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**LHC Board
Sign-In Sheet
Date of Meeting: August 26, 2015**

Name	Organization	Phone #	E-mail
Lisa Persons	LA20x	393-4290	LISA.P@lanshc.org
Kim Shirey	HCV	4870242	Kims@lanshc.org
Bethany Deschaine		763-7722	bethany@deschaine.net
Bobby Joyce		703-3483	Bobby.Joyce@ymail.com
Ryan Robinson	GLCF	980-5276	Rrobinson@capfund.net
Mrs. Whi	Mt. Vernon	321-6054	Krisw@lanshc.org
Janell mated	LHC SWP	393-8464	Janellm@LANSHC.org

