



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

Agenda  
Lansing Housing Commission  
August 23, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of July 26, 2017
3. Action Items:

Resolution 1276 - Approval Annual SEMAP Certification

Informational Items.

- |   |                   |
|---|-------------------|
| a. Finance Report July 2017   | Dickey May        |
| b. Housing Choice Voucher Report July 2017  | Kim Shirey        |
| c. Asset Management Report July 2017  | Lisa Parsons      |
| <ul style="list-style-type: none"><li>• Mt. Vernon &amp; Scattered Sites AMP 102</li><li>• Hildebrandt, Forrest, Hoyt AMP 103 &amp; Scattered Sites</li><li>• LaRoy Froh &amp; Scattered Sites AMP 111</li><li>• South Washington &amp; Scattered Sites AMP 112</li></ul> |                   |
| d. Sustainability Agreement Update  | Martell Armstrong |

4. Executive Director's Comments
5. President's Comments.
6. Public Comment – limit 3 minutes per person





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7. Other Business.

8. Adjournment.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 23, 2017

Agenda

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### Minutes of the July 26, 2017

Commissioner Baltimore called the meeting to order promptly at 5:31 p.m. Mr. Armstrong, called the roll.

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

**STAFF:**

Tom Barry  
Kim Gillespie  
Lisa Parsons

Edward Forrest  
Marcus Hardy

**Guests:**

Daniel Black  
Dickey May, Financial Consultant via telephone

Commissioner Robinson moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve the minutes of the May 24, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Robinson 2<sup>nd</sup> a motion to approve Resolution 1274- Family Medical Leave Policy. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Pena 2<sup>nd</sup> a motion to approve Resolution 1275- Gifts and Gratuities Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report Dicky May, Mr. May provided a brief overview of the finance reports for May 2017 and June 2017.
- B. Housing Choice Voucher Report--Lisa Parsons provided the Housing Choice Voucher Report on behalf of Kim Shirey.

HCV conducted two (2) orientations in the month of June. These orientations resulted in approximately 90 people out searching for housing. There were 125





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applications pulled from the waiting list. HCV will be opening their waiting list before the end of the summer. It will be open approximately 4-5 days, a random lottery will be conducted.

- C. Asset Management Report—Lisa Parsons announced that LIPH had an occupancy rate of 97%, which exceeds the 96% recovery plan occupancy goal. All the sites will give a summary of what has been going on with their sites.
- D. Sustainability Agreement Update: Mr. Armstrong reported that the commission continues to abide by the monthly, quarterly, and biannual provisions enumerated in the sustainability agreement.

Executive Director's Comments: Mr. Armstrong announced the following:

- Bids for the repair of the stairs at South Washington would be accepted beginning August 9, 2017.
- A tentative date for a board strategic planning session is set for September 23, 2017.
- More programming with ITEC is set to begin late summer through winter.
- LHC has been notified of its funding levels for HCV and Capital Funds.
- HCV has also received 10 new VASH vouchers. HUD held HAP reserves for the HCV Restricted funding is approximately \$1.1M according to HUD supplied funding analysis tool.
- The 2016 PHAS score has been reduced by one-point due to an audit penalty. LHC has been requested to pursue a HUD funded Choice Neighborhood grant with the City of Lansing and Michigan State University.
- LHC has requested separation from the City of Lansing with regards to the 218 agreement.
- LIPH is pursuing new hires in the maintenance department as well as three AmeriCorps volunteers.
- Staff Appreciation Day will be celebrated on 8-21-17 at the Lugnuts Game





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President's Comments: Chairman Baltimore announced that he attended a Homelessness Rally at the Michigan Capital Building where ideas were discussed to end homelessness.

Public Comment – Mr. Daniel Black requested to know if the LHC website was updated regularly and if LHC board meeting notices were posted to the website.

Other Business - There was on other business

Adjournment: The meeting was adjourned at 6:50 p.m.







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**August 23, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to Submit the Lansing Housing Commission's 2017 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1276.**

**RECOMMENDATION:**

Staff recommends the Board authorize Martell Armstrong, acting in his capacity as Executive Director or his designee, to submit LHC's 2017 SEMAP scores to HUD.

**CONTACT PERSON:**

Kim Shirey  
Housing Choice Voucher Supervisor

**SUMMARY:**

This resolution authorizes LHC to submit its SEMAP self-certified score of 148, 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,

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"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 23, 2017

Transmittal to Approve Annual SEMAP Certification

Resolution No. 1276

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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 148.

#### **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, \_\_\_\_\_

  
Martell Armstrong, Secretary to the Board





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**Resolution No. 1276**

Adopted by the Lansing Housing Commission

August 23, 2017

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

Martell Armstrong, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 148, to the U. S. Department of Housing & Urban Development.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1276  
Date Adopted 08/23/2017





Lansing Housing Commission  
Summary Results for July FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>(85)</b>	<b>3,873</b>	<b>(64)</b>	<b>(5,330)</b>	<b>(1,606)</b>	(160)	(235,531)
Tenant Revenue Variance	(4,900)	(4,085)	(2,137)	(1,830)	(12,952)		
HUD Revenue Variance	1,178	4,522	(487)	(9,090)	(3,877)		(236,993)
Capital Fund Income	1,073	1,073	1,073	1,073	4,292		
Other Income	2,564	2,363	1,487	4,517	10,931	(160)	1,462
<b>Other</b>	-	-	-	-	-	-	-
<hr/>							
Budgeted Revenue	100,504	126,920	120,818	84,500	432,742	65,244	\$18,573
% Variance fav (unfav)	0%	3%	0%	-6%	0%	0%	-28.8%
<b>EXPENSES:</b>							
<b>Total Expense Variance Unfav (Fav)</b>	<b>(12,526)</b>	<b>(5,913)</b>	<b>(11,990)</b>	<b>(3,449)</b>	<b>(33,878)</b>	<b>(12,004)</b>	<b>58,604</b>
<i>Contributing Factors:</i>							
MERS Contribution Special	-	-	-	-	-	-	-
<hr/>							
<b>Adjusted Expense Variance</b>	<b>(12,526)</b>	<b>(5,913)</b>	<b>(11,990)</b>	<b>(3,449)</b>	<b>(33,878)</b>	<b>(12,004)</b>	<b>58,604</b>
Employee Benefit Expenses	(2,409)		(1,248)		(3,657)	(1,828)	3,724
Salary Expenses	(4,355)	(3,895)	(6,768)		(15,018)	(6,275)	7,116
Computer Maintenance					-	(2,517)	
Office Equipment/Postage					-	(2,500)	(2,500)
Automotive Fuel					-		
PILOT				(1,202)	(1,202)		
Professional Svc Contract	1,191	1,308		(1,268)	(1,268)		
Inspections	(1,500)			(2,555)	(56)		(1,681)
Utilities	-			11,298	11,298		
Legal/Audit/Write-offs	(2,472)	(3,123)	(3,087)	(2,500)	(11,182)		
Staff Training				(1,100)	(1,100)	(1,034)	
HAP Expense					-		52,436
Maintenance Costs	(3,971)			(5,453)	(9,424)		
Maintenance Contract - Unit Turns					-		
<b>Other</b>	<b>990</b>	<b>(203)</b>	<b>(887)</b>	<b>(669)</b>	<b>(769)</b>	<b>2,150</b>	<b>(491)</b>
<hr/>							
<b>Actual Net Income (Loss)</b>	<b>\$ 18,414</b>	<b>\$ 39,732</b>	<b>\$ 32,280</b>	<b>\$ (3,464)</b>	<b>\$ 86,962</b>	<b>\$ 22,237</b>	<b>\$ (285,946)</b>
<hr/>							
<b>YTD Actual Net Income (Loss) Net of CW/IP</b>	<b>\$ 18,414</b>	<b>\$ 39,732</b>	<b>\$ 32,280</b>	<b>\$ (3,464)</b>	<b>\$ 86,962</b>	<b>\$ 22,237</b>	<b>\$ (285,946)</b>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 26,299	\$ 31,199	\$ (4,900)	\$ 37,453	\$ 374,388	\$ 343,189
Tenant Revenue - Other	3,421	1,599	1,821	1,885	16,113	14,514
Total Tenant Revenue	\$ 29,720	\$ 32,798	\$ (3,079)	\$ 39,338	\$ 390,501	\$ 357,703
HUD PHA Operating Grants	68,884	67,706	1,178	106,087	812,472	744,766
CFF Operational Income	1,073	-	1,073	99,859	40,000	40,000
Fraud Recovery and Other	743	-	743	1,424	11,252	11,252
Total Operating Revenue	\$ 100,420	\$ 100,504	\$ (85)	\$ 246,708	\$ 1,254,225	\$ 1,153,721
Administrative Salaries	\$ 6,568	\$ 6,147	\$ 422	\$ 2,656	\$ 79,905	\$ 73,758
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	9,637	9,539	98	9,686	113,938	104,399
Bookkeeping Fees	1,470	1,455	15	1,478	17,460	16,005
Employee Benefits Contributions - Admin	3,302	2,936	367	1,616	35,699	32,763
Office Expenses	2,234	3,755	(1,521)	578	52,229	48,474
Legal	(1,072)	1,708	(2,780)	1,805	20,496	18,788
Travel	60	-	60	-	-	-
Other	877	1,500	(623)	1,082	4,500	3,000
Tenant Services - Other	800	2,380	(1,580)	454	26,960	24,580
Water	8,212	7,000	1,212	(1,361)	85,936	78,936
Electricity	3,516	2,800	716	(2,254)	39,400	36,600
Gas	1,615	1,200	415	(0)	47,200	46,000
Other Utilities Expense	31	-	31	-	6,000	6,000
Ordinary Maintenance and Operations - Labor	6,644	11,421	(4,777)	3,739	148,470	137,050
Ordinary Maintenance and Operations - Material	5,375	3,294	2,081	5,618	39,529	36,234
Ordinary Maintenance and Operations - Contra	17,508	22,535	(5,027)	9,566	246,800	224,265
Employee Benefits Contributions - Ordinary	3,295	6,087	(2,792)	2,874	73,914	67,828
Protective Services - Other Contract Costs	194	200	(6)	387	2,400	2,200
Property Insurance	2,872	2,958	(86)	-	35,498	32,540
Liability Insurance	1,087	1,120	(33)	-	13,435	12,316
Workers Compensation	129	365	(235)	354	4,375	4,011
All Other Insurance	186	-	186	-	-	-
Other General Expenses	3,145	1,954	1,191	1,137	23,448	21,494
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,137	1,958	(821)	16,071	19,439	17,481
Bad debt - Tenant Rents	1,582	622	960	-	7,464	6,842
Interest Expense	1,599	1,599	0	1,696	18,616	17,017
Total Operating Expenses	\$ 82,005	\$ 94,531	\$ (12,526)	\$ 57,182	\$ 1,167,112	\$ 1,072,581
Net Income (Loss)	\$ 18,414	\$ 5,973	\$ 12,441	\$ 189,526	\$ 87,113	\$ 81,140

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 31,356	\$ 35,441	\$ (4,085)	\$ 35,290	\$ 425,292	\$ 389,851
Tenant Revenue - Other	4,200	1,925	2,275	2,107	22,640	20,715
Total Tenant Revenue	\$ 35,556	\$ 37,366	\$ (1,810)	\$ 37,397	\$ 447,932	\$ 410,566
HUD PHA Operating Grants	94,076	89,554	4,522	94,636	1,074,644	985,090
CFP Operational Income	1,073	-	1,073	108,757	40,000	40,000
Fraud Recovery and Other	88	-	88	6	11,252	11,252
Total Operating Revenue	\$ 130,793	\$ 126,920	\$ 3,873	\$ 240,796	\$ 1,573,828	\$ 1,446,908
Administrative Salaries	\$ 6,301	\$ 6,348	\$ (47)	\$ 3,762	\$ 82,524	\$ 76,176
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	10,621	10,375	246	10,424	123,922	113,548
Bookkeeping Fees	1,620	1,583	38	1,590	18,990	17,408
Employee Benefits Contributions - Admin	3,340	2,973	367	1,029	36,159	33,186
Office Expenses	1,278	2,873	(1,595)	565	32,935	30,062
Legal	(835)	2,456	(3,291)	1,781	24,639	22,183
Travel	77	-	77	-	-	-
Other	-	600	(600)	116	2,400	1,800
Tenant Services - Other	800	2,480	(1,680)	370	29,760	27,280
Water	8,464	8,200	264	(3,323)	111,164	102,964
Electricity	2,359	2,405	(46)	(197)	28,860	26,455
Gas	918	220	698	870	33,393	33,173
Other Utilities Expense	-	-	-	-	9,100	9,100
Ordinary Maintenance and Operations - Labor	7,427	11,275	(3,848)	3,884	146,580	135,305
Ordinary Maintenance and Operations - Material	2,129	4,172	(2,043)	248	56,664	52,492
Ordinary Maintenance and Operations - Contrac	30,209	23,759	6,450	5,882	281,708	257,949
Employee Benefits Contributions - Ordinary	4,014	4,682	(668)	2,244	57,048	52,366
Protective Services - Other Contract Costs	307	307	0	614	3,684	3,377
Property Insurance	2,553	2,630	(77)	-	31,555	28,925
Liability Insurance	916	943	(27)	-	11,322	10,378
Workers Compensation	141	273	(132)	265	3,275	3,002
All Other Insurance	166	166	-	-	1,992	1,826
Other General Expenses	3,626	2,318	1,308	1,244	32,016	29,698
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,965	2,372	(407)	10,610	24,108	21,736
Bad debt - Tenant Rents	-	900	(900)	-	10,800	9,900
Interest Expense	2,665	2,665	0	2,827	31,029	28,364
Total Operating Expenses	\$ 91,061	\$ 96,974	\$ (5,913)	\$ 44,806	\$ 1,229,628	\$ 1,132,654
Net Income (Loss)	\$ 39,732	\$ 29,946	\$ 9,786	\$ 195,991	\$ 344,200	\$ 314,254

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 33,324	\$ 35,461	\$ (2,137)	\$ 33,092	\$ 425,532	\$ 390,071
Tenant Revenue - Other	2,597	1,255	1,342	1,305	18,720	17,465
Total Tenant Revenue	<u>\$ 35,921</u>	<u>\$ 36,716</u>	<u>\$ (795)</u>	<u>\$ 34,397</u>	<u>\$ 444,252</u>	<u>\$ 407,536</u>
HUD PHA Operating Grants	83,615	84,102	(487)	85,973	1,009,224	925,122
CFP Operational Income	1,073	-	1,073	105,297	40,000	40,000
Fraud Recovery and Other	146	-	146	1,274	11,252	11,252
Total Operating Revenue	<u>\$ 120,754</u>	<u>\$ 120,818</u>	<u>\$ (64)</u>	<u>\$ 226,941</u>	<u>\$ 1,504,728</u>	<u>\$ 1,383,910</u>
Administrative Salaries	\$ 3,158	\$ 7,083	\$ (3,925)	\$ 3,750	\$ 92,080	\$ 84,997
Auditing Fees	-	-	-	-	4,900	4,900
Management Fees	10,129	10,031	98	9,785	119,811	109,781
Bookkeeping Fees	1,545	1,530	15	1,493	18,360	16,830
Employee Benefits Contributions - Admin	1,904	2,417	(513)	(112)	29,548	27,131
Office Expenses	1,123	2,458	(1,335)	279	37,091	34,633
Legal	-	2,612	(2,612)	2,122	31,344	28,732
Travel	-	83	(83)	-	996	913
Other	727	689	38	50	8,268	7,579
Tenant Services - Other	400	2,380	(1,980)	-	28,560	26,180
Water	5,539	5,541	(2)	3,473	66,495	60,954
Electricity	3,043	3,537	(494)	4,786	42,444	38,907
Gas	1,479	1,000	479	222	51,300	50,300
Other Utilities Expense	31	59	(29)	390	13,713	13,653
Ordinary Maintenance and Operations - Labor	8,283	11,126	(2,843)	4,328	140,002	128,876
Ordinary Maintenance and Operations - Material	2,666	12,013	(9,347)	5,100	143,656	131,643
Ordinary Maintenance and Operations - Contrac	28,926	18,809	10,117	8,848	260,418	241,609
Employee Benefits Contributions - Ordinary	5,571	7,063	(1,492)	4,258	85,256	78,192
Protective Services - Other Contract Costs	295	-	295	590	-	-
Property Insurance	3,617	3,726	(109)	514	44,706	40,981
Liability Insurance	1,144	1,178	(34)	-	14,140	12,962
Workers Compensation	301	273	28	265	3,275	3,002
All Other Insurance	235	-	235	-	-	-
Other General Expenses	4,457	1,844	2,613	1,212	26,228	24,384
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,326	2,438	(112)	11,663	25,329	22,891
Bad debt - Tenant Rents	-	1,000	(1,000)	-	12,000	11,000
Interest Expense	1,574	1,574	0	1,670	18,327	16,753
Total Operating Expenses	<u>\$ 88,475</u>	<u>\$ 100,465</u>	<u>\$ (11,990)</u>	<u>\$ 64,688</u>	<u>\$ 1,318,248</u>	<u>\$ 1,217,783</u>
Net Income (Loss)	<u>\$ 32,280</u>	<u>\$ 20,353</u>	<u>\$ 11,927</u>	<u>\$ 162,253</u>	<u>\$ 186,480</u>	<u>\$ 166,127</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 27,169	\$ 28,999	\$ (1,830)	\$ 29,663	\$ 347,988	\$ 318,989
Tenant Revenue - Other	5,382	1,500	3,882	3,536	18,000	16,500
Total Tenant Revenue	<u>\$ 32,551</u>	<u>\$ 30,499</u>	<u>\$ 2,052</u>	<u>\$ 33,199</u>	<u>\$ 365,988</u>	<u>\$ 335,489</u>
HUD PHA Operating Grants	44,891	53,981	(9,090)	60,801	647,768	593,787
C/F Operational Income	1,073	-	1,073	97,881	100,000	100,000
Fraud Recovery and Other	655	20	635	497	6,492	6,472
Total Operating Revenue	<u>\$ 79,170</u>	<u>\$ 84,500</u>	<u>\$ (5,330)</u>	<u>\$ 192,379</u>	<u>\$ 1,120,248</u>	<u>\$ 1,035,748</u>
Administrative Salaries	\$ 6,868	\$ 6,581	\$ 85	\$ 4,575	\$ 85,549	\$ 78,968
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	9,244	9,342	(98)	8,752	111,589	102,247
Bookkeeping Fees	1,410	1,425	(15)	1,335	17,100	15,675
Employee Benefits Contributions - Admin	3,057	3,662	(605)	3,313	44,453	40,791
Office Expenses	1,770	3,968	(2,198)	387	45,741	41,773
Legal	-	2,525	(2,525)	2,867	30,300	27,775
Travel	37	-	37	331	-	-
Other	1,871	-	1,871	(132)	-	-
Tenant Services - Other	1,400	1,400	-	-	16,800	15,400
Water	16,976	7,650	9,326	8,202	91,800	84,150
Electricity	8,974	5,900	3,074	7,793	70,800	64,900
Gas	897	2,000	(1,103)	(49)	51,000	49,000
Other Utilities Expense	-	51	(51)	-	1,652	1,601
Ordinary Maintenance and Operations - Labor	13,350	13,528	(178)	9,530	175,864	162,336
Ordinary Maintenance and Operations - Material	1,854	6,255	(4,401)	3,507	63,420	57,165
Ordinary Maintenance and Operations - Contrac	5,015	7,270	(2,255)	8,702	86,890	79,620
Employee Benefits Contributions - Ordinary	6,416	6,053	363	2,791	73,670	67,617
Protective Services - Other Contract Costs	140	140	-	280	1,880	1,540
Property Insurance	1,489	1,534	(45)	-	18,404	16,870
Liability Insurance	1,202	1,238	(36)	-	14,857	13,619
Workers Compensation	127	547	(420)	531	6,563	6,016
All Other Insurance	97	100	(3)	-	1,199	1,099
Other General Expenses	(246)	2,309	(2,555)	1,137	27,708	25,399
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(23)	1,245	(1,268)	20,125	12,239	10,994
Bad debt - Tenant Rents	550	1,000	(450)	-	12,000	11,000
Interest Expense	360	360	(0)	381	4,188	3,828
Total Operating Expenses	<u>\$ 82,634</u>	<u>\$ 86,083</u>	<u>\$ (3,449)</u>	<u>\$ 84,368</u>	<u>\$ 1,089,465</u>	<u>\$ 983,382</u>
Net Income (Loss)	<u>\$ (3,464)</u>	<u>\$ (1,583)</u>	<u>\$ (1,880)</u>	<u>\$ 108,020</u>	<u>\$ 50,783</u>	<u>\$ 52,366</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 118,148	\$ 131,100	\$ (12,952)	\$ 135,498	\$ 1,573,200	\$ 1,442,100
Tenant Revenue - Other	15,600	6,279	9,320	8,833	75,473	69,194
Total Tenant Revenue	<u>\$ 133,747</u>	<u>\$ 137,379</u>	<u>\$ (3,632)</u>	<u>\$ 144,331</u>	<u>\$ 1,648,673</u>	<u>\$ 1,511,294</u>
HUD PHA Operating Grants	291,466	295,342	(3,876)	347,497	3,544,108	3,248,766
CFF Operational Income	4,293	-	4,293	411,794	220,000	220,000
Fraud Recovery and Other	1,631	20	1,611	3,201	40,246	40,226
Total Operating Revenue	<u>\$ 431,137</u>	<u>\$ 432,742</u>	<u>\$ (1,605)</u>	<u>\$ 906,823</u>	<u>\$ 5,453,028</u>	<u>\$ 5,020,286</u>
Administrative Salaries	\$ 22,693	\$ 26,158	\$ (3,465)	\$ 14,743	\$ 340,058	\$ 313,900
Auditing Fees	-	-	-	-	16,900	16,900
Management Fees	39,631	39,287	344	38,647	469,261	429,974
Bookkeeping Fees	6,045	5,993	53	5,896	71,910	65,918
Employee Benefits Contributions - Administrative	11,604	11,988	(385)	5,846	145,859	133,871
Office Expenses	6,406	13,054	(6,648)	1,809	167,996	154,942
Legal Expense	(1,907)	9,301	(11,208)	8,576	106,779	97,478
Travel	175	83	92	331	966	913
Other	3,475	2,789	686	1,116	15,168	12,379
Tenant Services - Other	3,400	8,640	(5,240)	824	102,080	93,440
Water	39,191	28,391	10,800	6,992	355,395	327,004
Electricity	17,892	14,642	3,250	10,129	181,504	166,862
Gas	4,910	4,420	490	1,044	182,893	178,473
Other Utilities Expense	62	110	(49)	390	30,464	30,354
Ordinary Maintenance and Operations - Labor	35,704	47,350	(11,645)	21,480	610,916	563,567
Ordinary Maintenance and Operations - Material	12,024	25,734	(13,710)	14,473	303,269	277,534
Ordinary Maintenance and Operations - Contract	81,658	72,373	9,285	32,998	875,816	803,443
Employee Benefits Contributions - Ordinary	19,296	23,885	(4,589)	12,167	289,888	266,003
Protective Services - Other Contract Costs	936	647	289	1,872	7,764	7,117
Property Insurance	10,531	10,847	(316)	514	130,163	119,316
Liability Insurance	4,349	4,479	(130)	-	53,754	49,274
Workers Compensation	697	1,457	(760)	1,415	17,489	16,032
All Other Insurance	684	266	418	-	3,191	2,925
Other General Expenses	10,982	8,425	2,557	4,729	109,400	100,975
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	5,405	8,012	(2,607)	58,469	81,114	73,102
Bad debt - Tenant Rents	2,132	3,522	(1,390)	-	42,264	38,742
Interest Expense	6,199	6,198	1	6,574	72,160	65,962
Total Operating Expenses	<u>\$ 344,175</u>	<u>\$ 378,053</u>	<u>\$ (33,878)</u>	<u>\$ 251,034</u>	<u>\$ 4,784,452</u>	<u>\$ 4,406,399</u>
Net Income (Loss)	<u>\$ 86,962</u>	<u>\$ 54,689</u>	<u>\$ 32,274</u>	<u>\$ 655,789</u>	<u>\$ 668,576</u>	<u>\$ 613,887</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 53,939	\$ 52,974	\$ 965	\$ 54,121	\$ 755,690	\$ 702,716
Bookkeeping Fees Income	6,045	5,993	52	5,896	71,916	65,923
Fraud Recovery and Other	5,100	6,277	(1,177)	1,600	75,330	69,053
Total Operating Revenue	<u>\$ 65,084</u>	<u>\$ 65,244</u>	<u>\$ (160)</u>	<u>\$ 61,617</u>	<u>\$ 902,936</u>	<u>\$ 837,692</u>
Administrative Salaries	\$ 24,712	\$ 30,988	\$ (6,275)	\$ 10,187	\$ 402,839	\$ 371,851
Auditing Fees	-	-	-	-	5,200	5,200
Employee Benefits Contributions - Admin	7,215	9,533	(2,318)	1,074	116,762	107,229
Office Expenses	3,408	7,544	(4,136)	3,632	40,546	33,002
Legal	-	-	-	344	2,000	2,000
Travel	167	140	27	400	1,680	1,540
Other	110	200	(90)	1,233	28,104	27,904
Tenant Services - Other	-	-	-	-	-	-
Water	-	125	(125)	8	1,500	1,375
Electricity	-	1,231	(1,231)	888	11,514	10,283
Gas	25	44	(19)	17	1,909	1,865
Other Utilities Expense	24	30	(6)	-	300	270
Ordinary Maintenance and Operations - Material	-	25	(25)	-	300	275
Ordinary Maintenance and Operations - Contract	106	628	(522)	157	7,736	7,108
Protective Services - Other Contract Costs	-	50	(50)	-	600	550
Property Insurance	106	109	(3)	-	1,310	1,201
Liability Insurance	-	113	(113)	-	1,356	1,243
Workers Compensation	85	144	(59)	72	1,728	1,584
All Other Insurance	3,435	-	3,435	-	-	-
Other General Expenses	2,504	2,997	(493)	4,010	38,534	35,537
Compensated Absences	-	-	-	-	-	-
Interest Expense	950	950	(0)	1,046	10,860	9,910
Total Operating Expenses	<u>\$ 42,847</u>	<u>\$ 54,850</u>	<u>\$ (12,004)</u>	<u>\$ 23,069</u>	<u>\$ 674,778</u>	<u>\$ 619,927</u>
Net Income (Loss)	<u>\$ 22,237</u>	<u>\$ 10,394</u>	<u>\$ 11,844</u>	<u>\$ 38,548</u>	<u>\$ 228,159</u>	<u>\$ 217,765</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 575,430	\$ 818,173	\$ (242,743)	\$ 780,860	\$ 9,818,076	\$ 8,999,903
Other Revenue	33	-	33	44	-	-
Fraud Recovery and Other	1,825	400	1,425	-	4,800	4,400
Total Operating Revenue	<u>\$ 577,288</u>	<u>\$ 818,573</u>	<u>\$ (241,285)</u>	<u>\$ 780,904</u>	<u>\$ 9,822,876</u>	<u>\$ 9,004,303</u>
Administrative Salaries	\$ 22,022	\$ 19,104	\$ 2,918	\$ 13,193	\$ 255,352	\$ 236,248
Auditing Fees	-	-	-	-	27,950	27,950
Management Fees	14,308	13,687	621	15,474	164,246	150,559
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	12,714	8,497	4,217	3,581	103,960	95,463
Office Expenses	7,893	12,180	(4,287)	(539)	154,800	142,620
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	11	-	-
Other	-	2,200	(2,200)	-	26,400	24,200
Tenant Services - Other	-	-	-	-	-	-
Water	-	30	(30)	36	360	330
Electricity	-	130	(130)	221	1,560	1,430
Gas	8	120	(112)	2	1,440	1,320
Other Utilities Expense	95	-	95	-	-	-
Ordinary Maintenance and Operations - Material	-	680	(680)	-	3,660	-
Ordinary Maintenance and Operations - Contra	552	348	204	1,163	4,176	-
Protective services - Other Contract Costs	-	-	-	-	500	500
Property Insurance	-	-	-	-	-	-
Liability Insurance	1,373	1,414	(41)	-	16,970	15,556
Workers Compensation	1,125	362	764	351	6,338	5,977
All Other Insurance	-	276	-	-	-	-
Other General Expenses	2,528	1,620	908	1,514	19,440	17,820
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	802,173	749,737	52,436	760,821	8,996,844	8,247,107
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 864,790</u>	<u>\$ 810,385</u>	<u>\$ 54,682</u>	<u>\$ 795,826</u>	<u>\$ 9,783,997</u>	<u>\$ 8,973,612</u>
Net Income (Loss)	<u>\$ (287,503)</u>	<u>\$ 8,188</u>	<u>\$ (295,967)</u>	<u>\$ (14,922)</u>	<u>\$ 38,879</u>	<u>\$ 30,691</u>





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August 23, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**July 2017 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. The FSS Coordinator has been conducting outreach through attending all orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. There are still approximately 20 people with expressed interest searching and not leased up. The FSS Coordinator is monitoring this list frequently to determine when those interested are housed. A flyer of information regarding the FSS program is also being sent with all annual recertification packets in hopes to grow the interest for the program. There are seven (7) appointments scheduled for August from the interest list.

### **HCV Orientations:**

LHC had two (2) orientation during the month of July 2017 and twenty-seven (27) vouchers issued. Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available. There are approximately 149 people out searching. Approximately four (4) orientations will be scheduled for August.

### **Waiting List:**

One hundred twenty-five (125) applications were pulled from the waiting list for the month of July 2017. Thirty-nine (39) applications have been returned for processing which is a large decrease from previous pulls. The last 125 applications will be pulled in September. The Housing Choice Voucher waiting list will reopen August 24, 2017 through August 31, 2017. Applications will be online only; 650 waiting list slots will be randomly chosen.





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### Department Initiatives:

There are 152 active participants in the HUD VASH Program. Eleven (11) Veterans are currently searching for housing and 141 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of July.

### Voucher Utilization

June Voucher Program Total Units	1863
June Traditional HCV Utilization	1594
June % Utilized Units	86%

July Voucher Program Total Units	1863
July Traditional HCV Utilization	1604
June % Utilized Units	86%

### Voucher Disbursement

HUD June HAP Disbursement	\$770,009.00
LHC June HAP/UAP Disbursement	\$820,079.00
% Voucher Funding Utilization	106%

HUD July HAP Disbursement	\$880,357.28
LHC July HAP/UAP Disbursement	\$503,890.00 *
% Voucher Funding Utilization	174%

\*Decrease in HAP funding is a result of routine annual reconciliation process.

HUD Held Reserves as of July 2017	\$1,158,836
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Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

### SEMAP Indicators

#### Indicator 1- Selection from the Waiting List

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







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#### Waiting List

PIC Scoring	Internal Scoring
N/A	15

#### Indicator 2- Rent Reasonableness

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

##### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

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

##### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. New Utilities allowance schedule will be presented at the March Board Meeting.

##### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC, but is based on





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an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (23) 24-hour deficiencies and (35) 30-day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

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

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

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

The 2016 FMR's were approved by the Board to take effect 10/01/2016.







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#### Payment Standards

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of June 30, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation

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

#### Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

#### Indicator 11- Pre-Contract HQS Inspections

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

#### Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

#### Indicator 12-Inspections

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





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#### Inspections

PIC Scoring	Internal Scoring
10	10

#### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 106%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency

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

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

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

\*Please note all PIC data is of 07/31/2017.





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August 23, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**July 2017 Asset Management Monthly Report**

### **CONTACT PERSON:**

Martell Armstrong  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of July. LHC has 97% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 810 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of July. There were two (2) households moved in, six (6) residents moved out, and one (1) unit transfer's. The UML was 196 which equals 97%.

**Hildebrandt Park occupancy** was 97% at the end of July There were two (2) households moved in, five (5) residents moved out, and Zero (0) unit transfer's. The UML was 216 which equals 98%.

**LaRoy Froh occupancy** was 97% at the end of July. There were two (2) households moved in, three (3) residents moved out, and one (1) unit transfer's. The UML was 206 which equals 97%.







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**South Washington Park occupancy** was 97% at the end of July. There were five (5) households moved in, four (4) residents moved out, and one (1) unit transfer. The UML was 192 which equals 97%.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	196	97%	4	6	1	0
Hildebrandt	220	216	98%	2	5	0	0
LaRoy Froh	213	206	97%	2	3	1	0
S. Washington	198	192	97%	5	4	1	0
<b>Totals</b>	<b>833</b>	<b>810</b>	<b>97%</b>	<b>13</b>	<b>18</b>	<b>3</b>	<b>0</b>

#### Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 29,285.00	\$ 27,066.42	\$ 2,218.58	92%
Hildebrandt	\$ 31,035.00	\$ 35,831.00	\$ (4,796.00)	115%
LaRoy Froh	\$ 32,569.00	\$ 35,534.95	\$ (2,965.95)	109%
S. Washington	\$ 28,010.00	\$ 27,165.91	\$ 844.09	97%
<b>Totals</b>	<b>\$ 120,899.00</b>	<b>\$ 125,598.28</b>	<b>\$ (4,699.28)</b>	<b>104%</b>







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**Move Out Analysis:**

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	4	1		1
Lease Violation (No Court action)		2		1
Evicted – Nonpayment Judgment	1	1	3	1
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity		1		
Rent too high				
Transfer	1		1	1
<b>Totals</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>

**Mt. Vernon Vacant Unit Status:**

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
1338	Bids in process	TBD	N/A	N/A
3021	Make Ready	8-11-17 (lease date)	Y	Vacant (7/1)- move-in will be Friday after 5pm 8-11-17
3228	Make Ready	8-11-17 (lease date)	N (will pay 8/4)	Vacant (7/20)- move-in will be Friday after 5pm 8-11-17





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3248	Make Ready	8-18-17 (projected)	Y	Vacant (7/24)-looking for contract to complete project.
3352	Make Ready	8-25-17 (projected)	N (will pay 8/4)	Vacant (7/27)- Securing contractor to rehab.
3344	Make Ready	8-25-17 (projected)	T	Vacant (7/31)-tenant is a VAWA transfer and has 7 days to move. 8/7 scope will be completed and parts ordered. Rehab will proceed once parts received.

#### Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3200-C Turner	Make Ready	8/31/2017	Due 8/7	7/20/17
3214-E	Lease Ready	7/31/17	Transfer	Transfer began moving in 8/1/17
3206-C	Make Ready	8/15/17	No	Vacant 6/28/2017
3214-C	Make Ready	8/15/17	No	Vacant 6/27/2017
1926 Hoyt	Make Ready	8/30/2017	Yes	Vacant 7-3-17 Rehab began 8/1/17
1113 Dakin	Make Ready	8/31/2017	Transfer	Vacant 7-21-17 Rehab in process (floors)
2115 Forest	Make Ready	9/8/17	Yes	Vacant 7-31-17 Rehab began (floors)

#### LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
6042	Lease Ready	8-5-17	Yes	Vacant 7-3-17

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 23, 2017

Monthly Asset Management Report July 2017

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2322	Make ready	8-31-17	Unit transfer	Vacant 7-5-17
2532	Make Ready		Yes	Vacant 7-6-17
2418	Make Ready	9-15-17	Unit transfer	Vacant 7-28-17. Biohazard team in due to death.
6211	Make ready	9-1-17	No extensive roaches	Vacant 6-5-17 Roaches has been abated, now rehabbing.
308	Make ready	8-25-17	Unit Transfer	Vacant 6-13-17 Finishing stage with contractor
6127	Make Ready	8-25-17	Yes, had to give 30 days	Vacant 6-15-17 Finishing stage with contractor

**South Washington Park Vacant Unit Status:**

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10313	Make Ready	8-2-17	Y	6-28-17
10312	Make Ready	8-11-17	N	6-28-17
10504	Make Ready	8-11-17	N	7-17-17
10403	Make Ready	8-11-17	N	7-6-17
10337	Make Ready	8-11-17	N	7-31-17
10325	Make Ready	8-4-17	N	7-28-17







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**LHC Board  
Sign-In Sheet  
Date of Meeting: August 23, 2017**

Name	Organization	Phone #	E-mail
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