



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

Lansing Housing Commission
August 24, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of July 27, 2016

Action Items:

Resolution 1249-Approval Annual SEMAP Certification
Resolution 1250-Approval of Housing Choice Administrative Plan Rent Reasonable
Methodology
Resolution 1251- Approval of Electronic File Storage Policy, #2016-4

3. Informational Items.

- | | |
|--|----------------------|
| a. Finance Report May 2016 | Dickey May |
| b. Housing Choice Voucher Report | Kim Shirey |
| i. Asset Management Report | Lisa Parsons |
| ii. Mt. Vernon & Scattered Sites | AMP 102 |
| iii. Hildebrandt, Forrest, Hoyt
& Scattered Sites | AMP 103 |
| iv. LaRoy Froh & Scattered Sites | AMP 111 |
| v. South Washington & Scattered Sites | AMP 112 |
| c. Recovery Agreement Update | Patricia Baines-Lake |

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 24, 2016

Agenda

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Minutes of the July 27, 2016 Lansing Housing Commission Meeting

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

PRESENT AT ROLL CALL: Commissioners Baltimore, Joyce and Koppelman-Helvey were present. Commissioner Robinson joined the meeting by telephone and Commissioner Deschaine was an excused absence.

GUESTS: Dickey May, Financial Consultant,

STAFF:

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Andrea Bailey
Victoria La Duke	Kim Gillespie
Marcus Hardy	Marvin Ellis

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2nd a motion to approve the minutes of the June 29, 2016 Board Meeting. **The Motion was approved by all member's present.**

Written Informational Reports were provided as follows:

A. Finance Report

B. Housing Choice Voucher Report

C. Asset Management

I.	Mt. Vernon	AMP 104
II.	Hildebrandt	AMP 103
III.	LaRoy Froh	AMP 111
IV.	South Washington	AMP 112

D. Recovery Agreement Update





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Executive Director's Comments: The Executive Director provided a verbal update indicating the 2016 Annual Certified Audit would commence soon. Commissioners requested an update when the schedule was finalized.

President's Comments: No Comments

There being no other business, Commissioner Baltimore adjourned the meeting at 6:20 p. m.





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August 24, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Submit the Lansing Housing Commission's 2016 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1249.

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to submit LHC's 2016 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 143, 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 on-site HUD audits, sanctions, and /or, various other additional requirements as set forth by the HUD field office.



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

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

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 143.

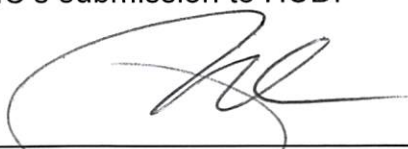
FINANCIAL CONSIDERATIONS

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





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

Resolution No. 1249

Adopted By the Lansing Housing Commission

August 24, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 143, to the U. S. Department of Housing & Urban Development.


Chair

Yeas 4

Nays 0

Abstentions 0

Attest: 
Secretary

For Clerk Use Only

Resolution No. 1249
Date Adopted 08/24/2016





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August 24, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to amend the Lansing Housing Commission ("LHC") Housing Choice Voucher Administrative Plan to reflect changes to the Rent Reasonableness Methodology - Resolution No. 1250.

RECOMMENDATIONS:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director of Lansing Housing Commission to approve the recommended changes to LHC's Housing Choice Voucher Administrative Plan Rent Reasonableness Methodology utilized in the Housing Choice Voucher Program.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

This resolution authorizes LHC to amend the Housing Choice Voucher Administrative Plan rent reasonableness methodology by adding characteristics such as square footage, age of the unit, amenities and services provided.

BACKGROUND:

24CFR 982.507 requires LHC to make a determination of rent reasonableness (even if the owner has not requested a change). While not a finding, the 2015 OIG audit suggested LHC revise their rent reasonable methodology to include more factors when determining reasonable rent. The current methodology takes into account, bedroom size, unit type, and location only. In addition to those factors the new methodology will include characteristics such as square footage, age of the unit, amenities, and services provided. By updating the Rent Reasonableness Methodology, LHC will address the comments made by the OIG, enhance our compliance with SEMAP indicator #2 and

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting Board Meeting August 24, 2016

Transmittal Approval to Update the Housing Choice Voucher Administrative Plan Rent Reasonable Methodology

Transmittal No. 1250

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more accurately determine if a rental price is reasonable compared to other non-assisted units.


FINANCIAL CONSIDERATION:

This action does not have a financial consideration.

POLICY CONSIDERATIONS:

This action is consistent with the Board of Commissioners fiduciary responsibility to set policies for LHC.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1250

Adopted By the Lansing Housing Commission

August 24, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:


Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to amend Lansing Housing Commission's Housing Choice Voucher Administrative Plan Rent Reasonableness Methodology as described in the accompanying transmittal.


Chair

Yeas 4

Nays 0

Abstentions 0

Attest: 
Secretary

For Clerk Use Only

Resolution No. 1250
Date Adopted 08/24/2016



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August 24, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to implement the Lansing Housing Commission ("LHC") Electronic File Policy - Resolution No. 1251.

RECOMMENDATIONS:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director of Lansing Housing Commission to implement the attached Electronic File Policy.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

This resolution authorizes LHC to implement an Electronic File Policy.

BACKGROUND:

The 2015 Annual Certified Audit indicated a need for LHC to improve the security of file information and IT systems. LHC has access to very private and sensitive customer information which we are required to protect. This Policy in a 1st step, in addition to HUD's EIV training and rules, designed to better secure and protect customer information.

FINANCIAL CONSIDERATION:

This action does not have a financial consideration.





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POLICY CONSIDERATIONS:

It is the Board of Commissioners fiduciary responsibility to set policies for LHC.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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Resolution No. 1251

Adopted By the Lansing Housing Commission

August 24, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to implement the Electronic File Storage Policy, #2016-1


Chair

Yeas 4

Nays 0

Abstentions 0

Attest: 
Secretary

For Clerk Use Only

Resolution No. 1251
Date Adopted 08/24/2016





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Lansing Housing Commission Electronic File Storage Policy

Overview

The File Storage Policy requires that all Lansing Housing Commission ("LHC") data be stored and accessed only on authorized LHC provided computers and devices. All staff, contractors, consultants, and suppliers are bound by the terms of this policy.

Purpose

The File Storage Policy ensures all LHC information is accessed and stored only on authorized systems. By ensuring LHC information is accessed and stored exclusively on authorized systems, LHC can ensure its data files and client, supplier, and other organization information is properly secured and protected from unauthorized use. If LHC data is accessed from or stored on unauthorized systems, subsequent theft or loss of those systems places the Agency information, as well as that of its clients, suppliers, employees, and others, at risk of significant loss. Further, unauthorized systems and devices must not be used to access or store LHC data at any time, as the improper disposal of those systems and devices may result in substantial loss and damages. Subsequent fines and reparation costs could result, as well as civil and criminal penalties both for LHC and the Employee responsible for the breach, whether intention or unintentional.

Scope

The LHC Board, all LHC executives, directors, managers, assistants, and employees, as well as all organization suppliers, consultants, contractors, interns, volunteers, and other agents, are bound by the terms of this File Storage Policy.

4 Background Data

No LHC representative shall access or store organization data of any kind in any format using an unauthorized server, workstation, laptop, netbook, cellular telephone, or tablet computer.

- No LHC representative access or store organization data of any kind in any format using an unauthorized flash memory card, thumb drive, USB key, portable hard disk, third-party Web- or cloud-based storage service or facility or MP3 or other music, audio, or electronic device.
- LHC has implemented specific systems and carefully managed controls to protect Company data accessed from and stored on authorized organization



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Lansing Housing Commission Electronic File Storage Policy

computers and devices. Any LHC files should be accessed directly from the Agency servers, when appropriate.

- LHC shall create departmental and organization wide data shares to allow for collaboration with other users in the organization.
- Any personal information -- including music, photographs, email, documents, spreadsheets, presentations, and databases -- stored on an LHC provided computer's Windows Desktops or My Documents folders will automatically be synchronized and copied to the organization's servers.
- Upon the LHC representative's separation from the organization, all music, photographs, email, documents, spreadsheets, presentations, databases, and other files stored by the user on organization-provided computers remains the property of the organization.
- LHC data should always be saved to My Documents, User, Department or Organization Wide shares to insure proper data retention.

5 Compliance

5.1 Compliance Measurement

LHC will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Executive Director in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 37,453	\$ 36,065	\$ 1,388		\$ 432,780	\$ 396,715
Tenant Revenue - Other	1,885	1,405	480		16,868	15,463
Total Tenant Revenue	<u>\$ 39,338</u>	<u>\$ 37,470</u>	<u>\$ 1,868</u>		<u>\$ 449,648</u>	<u>\$ 412,178</u>
HUD PHA Operating Grants	106,087	79,686	26,401		956,232	876,546
CFP Operational Income	99,859	-	99,859		-	-
Fraud Recovery and Other	1,424	50	1,374		13,516	13,466
		-				
Total Operating Revenue	<u>\$ 246,708</u>	<u>\$ 117,206</u>	<u>\$ 129,502</u>		<u>\$ 1,419,396</u>	<u>\$ 1,302,190</u>
Administrative Salaries	\$ 2,655.74	\$ 7,477.00	\$ (4,821.26)		\$ 97,198.00	\$ 89,721.00
Auditing Fees	-	-	-		8,373	8,373
Management Fees	9,686	8,916	770		106,998	98,081
Bookkeeping Fees	1,478	1,440	38		17,280	15,840
Employee Benefits Contributions - Admin	1,616	2,824	(1,208)		35,092	32,267
Office Expenses	578	2,691	(2,113)		32,522	29,831
Legal	1,805	2,023	(218)		27,320	25,297
Travel	-	-	-		-	-
Other	1,082	1,500	(418)		4,500	3,000
Tenant Services - Other	454	1,200	(746)		7,900	6,700
Water	(1,361)	12,011	(13,372)		98,538	86,527
Electricity	(2,254)	3,613	(5,867)		48,456	44,843
Gas	(0)	1,828	(1,828)		53,496	51,668
Other Utilities Expense	-	2,668	(2,668)		5,336	2,668
Ordinary Maintenance and Operations - Labor	3,739	12,185	(8,447)		157,658	145,472
Ordinary Maintenance and Operations - Materials	5,618	6,995	(1,377)		83,720	76,725
Ordinary Maintenance and Operations - Contract	9,566	15,929	(6,363)		197,741	181,812
Employee Benefits Contributions - Ordinary	2,874	4,853	(1,978)		60,434	55,581
Protective Services - Other Contract Costs	387	195	192		2,340	2,145
Property Insurance	-	2,632	(2,632)		31,580	28,948
Liability Insurance	-	1,075	(1,075)		12,904	11,829
Workers Compensation	354	509	(155)		6,108	5,599
All Other Insurance	-	190	(190)		2,274	2,085
Other General Expenses	1,137	2,628	(1,491)		31,536	28,908
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	16,071	1,515	14,556		21,561	20,046
Bad debt - Tenant Rents	-	439	(439)		2,629	2,190
Interest Expense	1,696	1,696	0		19,830	18,134
Total Operating Expenses	<u>\$ 57,182</u>	<u>\$ 99,032</u>	<u>\$ (41,850)</u>		<u>\$ 1,173,322</u>	<u>\$ 1,074,290</u>
Net Income (Loss)	<u>\$ 189,526</u>	<u>\$ 18,174</u>	<u>\$ 171,352</u>		<u>\$ 246,073</u>	<u>\$ 227,899</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 35,290	\$ 36,592	\$ (1,302)		\$ 440,184	\$ 403,592
Tenant Revenue - Other	2,107	2,459	(352)		28,324	25,865
Total Tenant Revenue	<u>\$ 37,397</u>	<u>\$ 39,051</u>	<u>\$ (1,654)</u>		<u>\$ 468,508</u>	<u>\$ 429,457</u>
HUD PHA Operating Grants	94,636	105,343	(10,707)		1,264,116	1,158,773
CFP Operational Income	108,757	-	108,757		-	-
Fraud Recovery and Other	6	403	(396)		7,332	6,929
Total Operating Revenue	<u>\$ 240,796</u>	<u>\$ 144,797</u>	<u>\$ 96,000</u>		<u>\$ 1,739,956</u>	<u>\$ 1,595,159</u>
Administrative Salaries	\$ 3,762	\$ 6,678	\$ (2,916)		\$ 86,818	\$ 80,140
Auditing Fees	-	-	-		8,373	8,373
Management Fees	10,424	9,706	718		116,472	106,766
Bookkeeping Fees	1,590	1,568	23		18,810	17,243
Employee Benefits Contributions - Admin	1,029	1,618	(589)		20,451	18,833
Office Expenses	565	1,988	(1,423)		35,393	33,405
Legal	1,781	2,265	(484)		23,962	21,697
Travel	-	79	(79)		948	869
Other	116	-	116		10,080	10,080
Tenant Services - Other	370	500	(130)		5,700	5,200
Water	(3,323)	7,434	(10,757)		89,208	81,774
Electricity	(197)	2,310	(2,507)		29,790	27,480
Gas	870	1,000	(130)		41,500	40,500
Other Utilities Expense	-	-	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	3,884	10,372	(6,488)		131,157	120,785
Ordinary Maintenance and Operations - Material	248	9,255	(9,007)		123,060	113,805
Ordinary Maintenance and Operations - Contract	5,882	17,086	(11,204)		229,255	212,169
Employee Benefits Contributions - Ordinary	2,244	5,104	(2,860)		62,821	57,717
Protective Services - Other Contract Costs	614	307	307		3,684	3,377
Property Insurance	-	2,350	(2,350)		28,206	25,855
Liability Insurance	-	876	(876)		10,506	9,631
Workers Compensation	265	306	(41)		3,672	3,366
All Other Insurance	-	190	(190)		2,274	2,085
Other General Expenses	1,244	10,639	(9,395)		127,668	117,029
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	10,610	2,456	8,154		25,505	23,050
Bad debt - Tenant Rents	-	990	(990)		11,880	10,890
Interest Expense	2,827	2,827	0		33,049	30,222
Total Operating Expenses	<u>\$ 44,806</u>	<u>\$ 97,902</u>	<u>\$ (53,096)</u>		<u>\$ 1,291,450</u>	<u>\$ 1,193,548</u>
Net Income (Loss)	<u>\$ 195,991</u>	<u>\$ 46,895</u>	<u>\$ 149,096</u>		<u>\$ 448,506</u>	<u>\$ 401,611</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 33,092	\$ 34,285	\$ (1,193)		\$ 411,420	\$ 377,135
Tenant Revenue - Other	1,305	1,550	(245)		22,807	21,257
Total Tenant Revenue	<u>\$ 34,397</u>	<u>\$ 35,835</u>	<u>\$ (1,438)</u>		<u>\$ 434,227</u>	<u>\$ 398,392</u>
HUD PHA Operating Grants	85,973	95,700	(9,727)		1,148,400	1,052,700
CFP Operational Income	105,297	-	105,297		-	-
Fraud Recovery and Other	1,274	70	1,204		8,340	8,270
Total Operating Revenue	<u>\$ 226,941</u>	<u>\$ 131,605</u>	<u>\$ 95,336</u>		<u>\$ 1,590,967</u>	<u>\$ 1,459,362</u>
Administrative Salaries	\$ 3,750	\$ 6,835	\$ (3,085)		\$ 88,751	\$ 81,916
Auditing Fees	-	-	-		8,350	8,350
Management Fees	9,785	9,381	404		112,571	103,190
Bookkeeping Fees	1,493	1,515	(22)		18,180	16,665
Employee Benefits Contributions - Admin	(112)	2,192	(2,305)		27,488	25,296
Office Expenses	279	3,320	(3,041)		43,308	39,988
Legal	2,122	1,583	539		18,996	17,413
Travel	-	127	(127)		1,270	1,143
Other	50	889	(839)		10,662	9,774
Tenant Services - Other	-	600	(600)		7,200	6,600
Water	3,473	5,344	(1,870)		64,127	58,783
Electricity	4,786	3,162	1,624		37,945	34,783
Gas	222	2,000	(1,778)		52,824	50,824
Other Utilities Expense	390	30	360		11,076	11,046
Ordinary Maintenance and Operations - Labor	4,328	13,760	(9,432)		177,435	163,675
Ordinary Maintenance and Operations - Material	5,100	13,553	(8,453)		163,232	149,679
Ordinary Maintenance and Operations - Contract	8,848	17,353	(8,505)		226,754	209,401
Employee Benefits Contributions - Ordinary	4,258	7,561	(3,303)		93,053	85,493
Protective Services - Other Contract Costs	590	300	290		3,600	3,300
Property Insurance	514	3,231	(2,717)		38,773	35,542
Liability Insurance	-	1,108	(1,108)		13,299	12,191
Workers Compensation	265	407	(142)		4,884	4,477
All Other Insurance	-	190	(190)		2,274	2,085
Other General Expenses	1,212	2,922	(1,710)		34,416	31,494
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	11,663	2,256	9,407		23,318	21,061
Bad debt - Tenant Rents	-	1,050	(1,050)		12,600	11,550
Interest Expense	1,670	1,670	(0)		19,522	17,852
Total Operating Expenses	<u>\$ 64,688</u>	<u>\$ 102,338</u>	<u>\$ (37,650)</u>		<u>\$ 1,315,908</u>	<u>\$ 1,213,570</u>
Net Income (Loss)	<u>\$ 162,253</u>	<u>\$ 29,267</u>	<u>\$ 132,986</u>		<u>\$ 275,059</u>	<u>\$ 245,792</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 29,663	\$ 35,300	\$ (5,637)		\$ 423,600	\$ 388,300
Tenant Revenue - Other	3,536	4,625	(1,089)		44,750	40,125
Total Tenant Revenue	<u>\$ 33,199</u>	<u>\$ 39,925</u>	<u>\$ (6,726)</u>		<u>\$ 468,350</u>	<u>\$ 428,425</u>
HUD PHA Operating Grants	60,801	67,680	(6,879)		812,160	744,480
CFP Operational Income	97,881	-	97,881		-	-
Fraud Recovery and Other	497	556	(59)		14,567	14,011
Total Operating Revenue	<u>\$ 192,379</u>	<u>\$ 108,161</u>	<u>\$ 84,218</u>		<u>\$ 1,295,077</u>	<u>\$ 1,186,916</u>
Administrative Salaries	\$ 4,575	\$ 6,727	\$ (2,153)		\$ 87,455	\$ 80,728
Auditing Fees	-	-	-		8,000	8,000
Management Fees	8,752	8,731	21		104,769	96,038
Bookkeeping Fees	1,335	1,410	(75)		16,920	15,510
Employee Benefits Contributions - Admin	3,313	2,781	532		34,552	31,771
Office Expenses	387	3,960	(3,573)		35,449	31,489
Legal	2,867	2,805	62		33,025	30,220
Travel	331	10	321		160	150
Other	(132)	-	(132)		325	325
Tenant Services - Other	-	725	(725)		8,010	7,285
Water	8,202	9,400	(1,198)		89,500	80,100
Electricity	7,793	6,600	1,193		99,200	92,600
Gas	(49)	1,200	(1,249)		51,000	49,800
Other Utilities Expense	-	-	-		4,580	4,580
Ordinary Maintenance and Operations - Labor	9,530	13,560	(4,030)		174,880	161,320
Ordinary Maintenance and Operations - Material	3,507	5,700	(2,193)		100,810	95,110
Ordinary Maintenance and Operations - Contract	8,702	10,600	(1,898)		128,180	117,580
Employee Benefits Contributions - Ordinary	2,791	6,218	(3,427)		76,942	70,724
Protective Services - Other Contract Costs	280	-	280		7,780	7,780
Property Insurance	-	1,571	(1,571)		18,849	17,278
Liability Insurance	-	1,169	(1,169)		14,029	12,860
Workers Compensation	531	407	124		4,884	4,477
All Other Insurance	-	190	(190)		2,274	2,085
Other General Expenses	1,137	1,155	(18)		13,860	12,705
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	20,125	1,720	18,405		17,035	15,316
Bad debt - Tenant Rents	-	2,500	(2,500)		30,000	27,500
Interest Expense	381	381	0		4,457	4,076
Total Operating Expenses	<u>\$ 84,358</u>	<u>\$ 89,519</u>	<u>\$ (5,161)</u>		<u>\$ 1,166,925</u>	<u>\$ 1,077,406</u>
Net Income (Loss)	<u>\$ 108,020</u>	<u>\$ 18,642</u>	<u>\$ 89,378</u>		<u>\$ 128,152</u>	<u>\$ 109,510</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 135,498	\$ 142,242	\$ (6,744)		\$ 1,707,984	\$ 1,565,742
Tenant Revenue - Other	8,833	10,039	(1,206)		112,749	102,710
Total Tenant Revenue	<u>\$ 144,331</u>	<u>\$ 152,281</u>	<u>\$ (7,950)</u>		<u>\$ 1,820,733</u>	<u>\$ 1,668,452</u>
HUD PHA Operating Grants	347,497	348,409	(912)		4,180,908	3,832,499
CFP Operational Income	411,794	-	411,794		-	-
Fraud Recovery and Other	3,201	1,079	2,123		43,754	42,676
Total Operating Revenue	<u>\$ 906,823</u>	<u>\$ 501,769</u>	<u>\$ 405,055</u>		<u>\$ 6,045,395</u>	<u>\$ 5,543,627</u>
Administrative Salaries	\$ 14,743	\$ 27,718	\$ (12,975)		\$ 360,222	\$ 332,505
Auditing Fees	-	-	-		33,096	33,096
Management Fees	38,647	36,734	1,913		440,808	404,074
Bookkeeping Fees	5,896	5,933	(37)		71,190	65,258
Employee Benefits Contributions - Administrative	5,846	9,416	(3,570)		117,583	108,167
Office Expenses	1,809	11,959	(10,151)		146,672	134,713
Legal Expense	8,576	8,676	(100)		103,303	94,627
Travel	331	216	115		2,378	2,162
Other	1,116	2,389	(1,272)		25,567	23,179
Tenant Services - Other	824	3,025	(2,201)		28,810	25,785
Water	6,992	34,189	(27,197)		341,373	307,184
Electricity	10,129	15,685	(5,556)		215,391	199,706
Gas	1,044	6,028	(4,984)		198,820	192,792
Other Utilities Expense	390	2,698	(2,308)		32,200	29,502
Ordinary Maintenance and Operations - Labor	21,480	49,876	(28,396)		641,129	591,253
Ordinary Maintenance and Operations - Material	14,473	35,503	(21,029)		470,822	435,319
Ordinary Maintenance and Operations - Contract	32,998	60,968	(27,970)		781,930	720,962
Employee Benefits Contributions - Ordinary	12,167	23,735	(11,568)		293,250	269,515
Protective Services - Other Contract Costs	1,872	802	1,070		17,404	16,602
Property Insurance	514	9,784	(9,270)		117,408	107,624
Liability Insurance	-	4,228	(4,228)		50,738	46,510
Workers Compensation	1,415	1,629	(214)		19,548	17,919
All Other Insurance	-	758	(758)		9,097	8,339
Other General Expenses	4,729	17,344	(12,615)		207,480	190,136
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	58,469	7,946	50,523		87,419	79,473
Bad debt - Tenant Rents	-	4,979	(4,979)		57,109	52,130
Interest Expense	6,574	6,574	0		76,858	70,284
Total Operating Expenses	<u>\$ 251,034</u>	<u>\$ 388,791</u>	<u>\$ (137,757)</u>		<u>\$ 4,947,606</u>	<u>\$ 4,558,814</u>
Net Income (Loss)	<u>\$ 655,789</u>	<u>\$ 112,977</u>	<u>\$ 542,812</u>		<u>\$ 1,097,790</u>	<u>\$ 984,812</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 54,121	\$ 51,847	\$ 2,274		\$ 759,426	\$ 707,579
Bookkeeping Fees Income	5,896	5,933	(37)		71,190	65,257
Fraud Recovery and Other	1,600	5,997	(4,397)		101,970	95,973
Total Operating Revenue	\$ 61,617	\$ 63,777	\$ (2,160)		\$ 932,586	\$ 868,809
Administrative Salaries	\$ 10,187	\$ 23,247	\$ (13,060)		\$ 351,905	\$ 328,658
Auditing Fees	-	-	-		8,000	8,000
Employee Benefits Contributions - Admin	1,074	5,697	(4,623)		74,100	68,403
Office Expenses	3,632	2,806	826		35,335	32,529
Legal	344	1,000	(656)		3,000	2,000
Travel	400	3,850	(3,450)		16,500	12,650
Other	1,233	400	833		32,050	31,650
Tenant Services - Other	-	-	-		-	-
Water	8	119	(111)		1,428	1,309
Electricity	888	725	163		8,425	7,700
Gas	17	50	(33)		1,690	1,640
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Materia	-	200	(200)		2,400	2,200
Ordinary Maintenance and Operations - Contrac	157	1,129	(972)		13,088	11,959
Protective Services - Other Contract Costs	-	200	(200)		925	725
Property Insurance	-	345	(345)		4,141	3,796
Liability Insurance	-	116	(116)		1,397	1,280
Workers Compensation	72	332	(260)		3,984	3,652
All Other Insurance	-	798	(798)		9,579	8,781
Other General Expenses	4,010	137	3,873		62,314	62,177
Compensated Absences	-	-	-		-	-
Interest Expense	1,046	1,046	(0)		12,024	10,978
Total Operating Expenses	\$ 23,069	\$ 42,198	\$ (19,129)		\$ 642,285	\$ 600,087
Net Income (Loss)	\$ 38,548	\$ 21,579	\$ 16,969		\$ 290,301	\$ 268,722

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 780,860	\$ 850,390	\$ (69,530)		\$ 10,273,680	\$ 9,423,290
Other Revenue	44	-	44		-	-
Fraud Recovery and Other	-	500	(500)		6,000	5,500
Total Operating Revenue	<u>\$ 780,904</u>	<u>\$ 850,890</u>	<u>\$ (69,986)</u>		<u>\$ 10,279,680</u>	<u>\$ 9,428,790</u>
Administrative Salaries	\$ 13,193	\$ 24,910	\$ (11,718)		\$ 323,834	\$ 298,924
Auditing Fees	-	-	-		40,000	40,000
Management Fees	15,474	15,113	361		181,351	166,239
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	3,581	9,279	(5,698)		112,010	102,730
Office Expenses	(539)	15,931	(16,470)		125,224	109,293
Legal Expense	-	-	-		-	-
Travel	11	50	(39)		250	200
Other	-	2,076	(2,076)		28,408	26,332
Tenant Services - Other	-	-	-		-	-
Water	36	40	(4)		480	440
Electricity	221	130	91		1,560	1,430
Gas	2	25	(23)		940	915
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	164	(164)		3,048	-
Ordinary Maintenance and Operations - Contract	1,163	346	817		4,152	-
Protective services - Other Contract Costs	-	-	-		500	500
Property Insurance	-	-	-		-	-
Liability Insurance	-	1,313	(1,313)		15,759	14,446
Workers Compensation	351	404	(53)		4,848	4,444
Other General Expenses	1,514	2,090	(576)		25,380	23,290
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	760,821	774,827	(14,006)		9,297,924	8,523,097
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 795,826</u>	<u>\$ 846,698</u>	<u>\$ (50,872)</u>		<u>\$ 10,165,668</u>	<u>\$ 9,318,970</u>
Net Income (Loss)	<u>\$ (14,922)</u>	<u>\$ 4,192</u>	<u>\$ (19,114)</u>		<u>\$ 114,012</u>	<u>\$ 109,820</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	196,902.74	1,106,745.75
1010-0000-112200 Accounts Receivable	2,647.50	13,618.51
1010-0000-112201 Allowance for Doubtful Accounts	(64.00)	(207.00)
1010-0000-112500 Accounts Receivable HUD	(1,035.00)	-
1010-0000-114500 Accrued Interest Receivable	-	119.38
1010-5005-115700 Intercompany	(42,476.52)	(269,414.05)
1010-0000-116201 Investments Savings	-	126,543.95
1010-0000-121100 Prepaid Insurance	417.05	7,947.05
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	(2,018.75)	892,105.65
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	399,731.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(60,915.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
TOTAL ASSETS	<u>154,373.02</u>	<u>4,575,165.17</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211100 Accounts Payable	(9,732.38)	-
1010-0000-211400 Tenant Security Deposits	70.00	19,882.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	-	142.00
1010-0000-211999 Tenant Refunds	-	6,212.44
1010-0000-212000 Accrued Payroll	(23,066.00)	-
1010-0000-213500 Accrued Comp Absences - Curr	-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes	-	16,071.62
1010-0000-214000 Accrued Comp Absences - non curr	-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC	(2,424.32)	470,827.86
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
TOTAL LIABILITIES	<u>(35,152.70)</u>	<u>1,033,590.54</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	189,525.72	(781,589.19)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,465,929.25
TOTAL EQUITY	<u>189,525.72</u>	<u>3,541,574.63</u>
TOTAL LIABILITIES & EQUITY	<u>154,373.02</u>	<u>4,575,165.17</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for July 2016

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	(96.63)	(193.26)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	61,409.44	219,615.33
1020-0000-112200 Accounts Receivable	3,047.37	14,293.07
1020-0000-112201 Allowance for Doubtful Accounts	(685.00)	(1,493.00)
1020-0000-112500 Accounts Receivable HUD	(36,205.30)	-
1020-0000-114500 Accrued Interest Receivable	-	119.38
1020-5005-115700 Intercompany	108,596.49	145,060.54
1020-0000-116201 Investments Savings	-	126,543.95
1020-0000-121100 Prepaid Insurance	409.05	7,007.05
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	(1,721.25)	840,138.83
1020-0000-146000 Dwelling Structures	-	13,258,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,849,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(91,593.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
TOTAL ASSETS	134,754.17	5,089,112.05
LIABILITIES		
1020-0000-200000 OPEB Liability	-	115,195.00
1020-0000-200300 Pension Liability	-	222,539.00
1020-0000-211100 Accounts Payable	(39,828.83)	-
1020-0000-211400 Tenant Security Deposits	438.00	24,974.00
1020-0000-211999 Tenant Refunds	29.00	5,799.13
1020-0000-212000 Accrued Payroll	(6,268.00)	-
1020-0000-213400 Utility Accrual	(11,566.00)	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes	-	10,610.76
1020-0000-214000 Accrued Comp Absences - non curr	-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC	(4,040.54)	786,315.71
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
TOTAL LIABILITIES	(61,236.37)	1,220,688.69
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	195,990.54	(702,742.75)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.61
TOTAL EQUITY	195,990.54	3,868,423.36
TOTAL LIABILITIES & EQUITY	134,754.17	5,089,112.05

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	88,204.32	1,034,736.57
1080-0000-112200 Accounts Receivable	1,791.36	11,875.75
1080-0000-112201 Allowance for Doubtful Accounts	-	(1,588.67)
1080-0000-112500 Accounts Receivable HUD	(42,408.66)	187,866.24
1080-0000-114500 Accrued Interest Receivable	-	119.39
1080-5005-115700 Intercompany	58,391.37	(12,937.04)
1080-0000-116201 Investments Savings	-	126,543.95
1080-0000-121100 Prepaid Insurance	405.05	9,164.05
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	(7,053.00)	406,959.92
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	40,017.00
TOTAL ASSETS	<u>99,330.44</u>	<u>5,498,430.13</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	(240,690.07)	-
1080-0000-211400 Tenant Security Deposits	468.00	30,093.00
1080-0000-211999 Tenant Refunds	134.00	3,971.39
1080-0000-212000 Accrued Payroll	(8,314.00)	-
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.57
1080-0000-213700 Payment in Lieu of Taxes	-	11,663.96
1080-0000-214000 Accrued Comp Absences - non curr	-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,386.73)	464,048.71
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
TOTAL LIABILITIES	<u>(250,788.80)</u>	<u>1,023,668.77</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	350,119.24	(378,867.69)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	401,270.55
TOTAL EQUITY	<u>350,119.24</u>	<u>4,474,761.36</u>
TOTAL LIABILITIES & EQUITY	<u>99,330.44</u>	<u>5,498,430.13</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	18,649.00
1090-0000-111111 Chase Checking	24,564.48	890,814.58
1090-0000-112200 Accounts Receivable	3,501.37	15,488.17
1090-0000-112201 Allowance for Doubtful Accounts	(11.87)	(673.74)
1090-0000-112500 Accounts Receivable HUD	(1,035.00)	-
1090-0000-114500 Accrued Interest Receivable	-	119.39
1090-5005-115700 Intercompany	51,277.31	285,094.61
1090-0000-116201 Investments Savings	-	126,543.96
1090-0000-121100 Prepaid Insurance	393.05	6,046.05
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	(1,942.25)	4,507.75
1090-3000-144000 Construction in Progress	-	16,697.40
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	-	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	36,884.00
TOTAL ASSETS	<u>76,747.09</u>	<u>4,280,199.79</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	(21,562.97)	-
1090-0000-211400 Tenant Security Deposits	(2,209.00)	15,692.00
1090-0000-211999 Tenant Refunds	287.00	10,417.49
1090-0000-212000 Accrued Payroll	(7,243.00)	-
1090-0000-213500 Accrued Comp Absences - Curr	-	12,066.60
1090-0000-213700 Payment in Lieu of Taxes	-	22,414.73
1090-0000-214000 Accrued Comp Absences - non curr	-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC	(545.00)	106,247.15
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
TOTAL LIABILITIES	<u>(31,272.97)</u>	<u>557,156.30</u>
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	108,020.06	(44,223.33)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	571,589.32
TOTAL EQUITY	<u>108,020.06</u>	<u>3,723,043.49</u>
TOTAL LIABILITIES & EQUITY	<u>76,747.09</u>	<u>4,280,199.79</u>

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	6,555.07	40,117.13
5005-0000-111111 Chase Checking	148,861.53	502,947.85
5005-0000-112500 Accounts Receivable HUD	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	(2,176.26)
5005-1010-115700 Intercompany	42,476.52	269,414.05
5005-1020-115700 Intercompany	(108,596.49)	(145,060.54)
5005-1080-115700 Intercompany	(58,391.37)	12,937.04
5005-1090-115700 Intercompany	(51,277.31)	(285,094.61)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	188,889.40	79,503.59
5005-8002-115700 Intercompany	(154,675.50)	(311,198.16)
5005-8004-115700 Intercompany	-	293,299.67
5005-8005-115700 Intercompany	-	(47,538.57)
5005-8010-115700 Intercompany	1,076.04	99,576.04
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	-	(21,349.61)
5005-9101-115700 Intercompany	-	48,775.87
5005-0000-121100 Prepaid Insurance	1,631.31	20,162.31
5005-0000-140000 Land	-	190,000.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	-	(773,927.83)
5005-0000-150102 Investment in OG	-	203,695.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
TOTAL ASSETS	16,549.20	2,245,075.51
LIABILITIES		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	(17,484.88)	-
5005-0000-211704 Health Insurance W/H	399.84	(3,885.68)
5005-0000-212000 Accrued Payroll	(960.00)	-
5005-0000-213500 Accrued Comp Absences - Curr	-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr	-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport	(3,954.24)	471,924.94
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(21,999.28)	835,992.39
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	38,548.48	1,058,149.83
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	38,548.48	1,409,083.12
TOTAL LIABILITIES & EQUITY	16,549.20	2,245,075.51

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	138,307.08	456,217.33
8002-0000-111111 Chase Checking	(57,167.67)	1,113,047.50
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	850.00
8001-5005-115700 Intercompany	(188,889.40)	(79,503.59)
8002-5005-115700 Intercompany	154,675.50	311,198.16
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	-	2,548.00
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	38,100.00
TOTAL ASSETS	<u>46,925.51</u>	<u>1,549,862.67</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	(4,669.09)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-212000 Accrued Payroll	(10,982.00)	-
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
TOTAL LIABILITIES	<u>(15,651.09)</u>	<u>610,166.74</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(34,931.23)	133,315.86
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	97,507.83	25,913,494.19
8002-8002-282000 Income and Expense Clearing	-	(25,097,755.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	<u>62,576.60</u>	<u>939,695.93</u>
TOTAL LIABILITIES & EQUITY	<u>46,925.51</u>	<u>1,549,862.67</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8021-0000-111111 Chase Checking	-	4,239.21
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	-	21,349.61
TOTAL ASSETS	<u>-</u>	<u>22,984.62</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
TOTAL LIABILITIES	<u>-</u>	<u>5,976.61</u>
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(6,832.20)
8021-0000-282000 Income and Expense Clearing	-	927,955.87
8021-8021-282000 Income and Expense Clearing	-	(863,592.66)
TOTAL EQUITY	<u>-</u>	<u>17,008.01</u>
TOTAL LIABILITIES & EQUITY	<u>-</u>	<u>22,984.62</u>



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August 24, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 17 participants. Additional outreach is continuing by sending documents with all annual re-certifications as well as making documents available for walk-in participants. The FSS Coordinator will be attending all orientations in order to explain in detail the benefits of the FSS program, in hopes to gain more participants. This will continue until we meet our goal of 38 total participants.

HCV Orientations:

LHC had two (2) orientations during the month of July and issued twenty-seven (27) vouchers.

Waiting List:

200 applications were pulled from the waiting list for the month of July. Of those 200 applications we received responses from 126 applicants. This is a response rate of 63%, approximately a 30% higher response rate than any of the previous waiting list pulls. HCV staff is currently processing these applications for eligibility. The next orientation was scheduled for August 18, 2016.

Department Initiatives:

There are 157 active participants in the HUD VASH Program. Ten (10) Veterans are currently searching for housing and 147 Veterans are housed. Four (4) 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	1700
June Traditional HCV Utilization	1550
June % Utilized Units	91%





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July Voucher Program Total Units	1700
July Traditional HCV Utilization	1566
July % Utilized Units	92%

Voucher Disbursement

HUD June HAP Disbursement	\$778,430
LHC June HAP/UAP Disbursement	\$752,798
% Voucher Funding Utilization	97%

HUD July HAP Disbursement	\$778,430
LHC July HAP/UAP Disbursement	\$760,117
% Voucher Funding Utilization	98%

Based on HUD's standard LHC's Voucher utilization is Optimized.

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 of a possible 15 as it does have written policy.

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 six (6) 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





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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. Based on the internal review, LHC has 20 points out of 20 are self-scored as zero (0) file reviews were conducted for the month of July. LHC is required to complete 26 file reports over the course of the fiscal year Therefore, LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2017.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 1/1/16. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

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 0 conducted so far this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (35) 24-hour deficiencies and (36) 30 day deficiencies. All corrected, abated, or terminated as necessary.





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HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

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

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

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of July the reporting rate is 96%. 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





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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 98%. 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





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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 17 slots/households or (44%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 35% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of Eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 6/30/16





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August 24, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% (not including the modernization units) at the end of July. LHC has 96% occupancy including the units that are in Modernization. LHC Unit Months Leased ("UML") was 783 or 95% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 98% at the end of July. Three (3) households moved in, zero (0) residents moved out and there were no unit transfers this month. Mt. Vernon is processing the applications that came in from the most recent pull to keep a pool of applicants ready to move in when units become lease ready. The UML was 198 which equals a 98% UML occupancy rate.

Hildebrandt Park occupancy was 99% at the end of July (with units in MOD). There were three (3) move in's, three (3) move outs and one (1) unit transfer this month. There are 10 kitchens and bath units in MOD status. Hildebrandt is processing the applications that came in from the most recent pull to secure approved applicants for the 10 mod units and three (3) additional units when these become lease ready. The UML was 209 which equals 100%.

LaRoy Froh occupancy was 95% at the end of July (with units in MOD). There were two (2) move ins, two (2) move outs and no unit transfers. There are five (5) units in MOD status. LaRoy Froh is processing the applications that came in from the most recent pull to secure approved applicants for the units that are being rehabbed and to obtain a pool of





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applicants ready to move in when new units become vacant. The UML was 198 which equals a 95% UML rate.

South Washington Park occupancy was 90% at the end of July. There were 10 move ins, three (3) residents moved out, (all for lease violations) and zero (0) unit transfers. South Washington is processing the applications from the most recent pull to move into the current units that have been given 2nd unit offers to and create a pool of lease current vacant units and to lease units when they become available. The UML was 178 giving us a 90% occupancy rate.

OCCUPANCY:

Site	Total Number of Units	Total Occupied Units	UML Occupied 1st day of month	Gross (including MOD) Occupancy	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	198	199	98%	3	0	0	0
Hildebrandt	220	209	210	100%	3	3	1	10
LaRoy Froh	213	198	196	95%	2	2	0	5
S. Washington	198	178	185	90%	10	3	0	0
Totals	833	783	790	96%	18	8	1	15

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 35,560.00	\$ 38,328.50	\$ (2,768.50)	108%
Hildebrandt	\$ 35,995.00	\$ 36,213.26	\$ (218.26)	101%
LaRoy Froh	\$ 35,560.00	\$ 36,987.64	\$ (1,427.64)	104%
S. Washington	\$ 29,430.00	\$ 27,889.50	\$ 1,540.50	95%
Totals	\$136,545.00	\$ 139,418.90	\$ (2,873.90)	102%





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WORK ORDER OVERVIEW

Work orders are still a major concern. Even with the week at each site (LaRoy Froh is scheduled August 22nd), sites are still having a difficult time keeping the work orders down to the 50 open routines daily. All management staff have been directed to meet with each maintenance team on a weekly basis to give them a report card on how they are performing. In addition, Mt. Vernon, Hildebrandt Park and South Washington Park will meet with the staff daily the first 15 minutes of the day to give out assignments. With these 2 methods we expect to see 50 or less open routine work orders daily, and have the annual, city and REAC inspections closed out in 30 days.

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
3111 Young	8/1/16	8/1/16	Yes	Tenant transferred on 6/17/16 and didn't give keys back. Tenant currently left a bunch of furniture in the unit on all levels.
4321 Courtland	8/15/16	8/15/16	Yes	Vacant since 6/28/16. (Contractor pulled out due to working on units for area sister properties). New Contractor only has the availability to turn one unit at a time but will turn it after completing 3111 Young.





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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
319 Hylewood	MOD STATUS REQUESTED	9-30-16	No	5-bedroom water repair MOD
315 Hylewood	MOD STATUS REQUESTED	9-30-16	No	5-bedroom water repair MOD
3114-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-9-16
3126-C Turner	Make Ready	7-27-16	No	Kitchen and Bath Unit Vacant – 4-18-16 (Transfer)
3128-C	Make Ready	8-25-16	No	Kitchen and Bath Unit Vacant 6-29-16
3202-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-7-16
3212-A Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-17-16
3220-A turner	Make Ready	8-25-16	no	Kitchen and bath unit vacant 7-13-16
1940 Hoyt	Make Ready	8-15-16	No	Unit Vacant 6-22-16

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42615	Make Ready	9-30-16	N	5-bedroom water repair MOD
45022	Make Ready	9-30-16	N	5-bedroom water repair MOD
45018	Make Ready	9-30-16	N	5-bedroom water repair MOD





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56519	FIRE UNIT		N	MOD status for fire rehab
72446	Kitchen and bath		N	Vacant date of 5/03/16.
82511	Lease ready	7-29-16	N	Transfer unit
72536	Lease ready		Y	Moving in 7/15/16 Vacant date 6-8-16
55800	Lease Ready	8-11-16	y	Vacant date .6/8/16
72314	Make ready	8-15-16	UT	Lease Ready 8-15-16 Vacant date of 4-4-16.
84106	Lease ready	8-15-16	y	8-15-16 Move in date Vacant date of 4-6-16.
72542	Make Ready	8-30-16	n	Vacant date 7-12-16
72526	Make ready	8-30-16	N	Needs to be made ready Vacant date 6/6/16
72342	Make Ready	8-30-16	N	Vacant 7-27-16
42600	Make ready	9-5-16	UT	Vacant 7-29-16
5127	Make ready	8-30-16	N	Vacant date 7/1/16

South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
10132	Make Ready	8-30-16	n	Working on app from recent pull Vacant date: 7-21-16
10209	Make Ready	8-30-16	n	Working on app from recent pull Vacant date: 6-6-16





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10215	Make Ready	8-30-16		Vacant Date 6-29-16
10228	Lease Ready	8-30-16		Vacant Date 7-5-16
10312	Lease Ready	8-30-16	N	Working on app from recent pull vacant date 4-12-16
10336	Lease Ready	8-30-16	n	Working on app from recent pull Vacant date: 5-3-16
10400	Lease Ready	8-30-16	n	Working on app from recent pull Vacant date: 6-2-16
10425	Lease Ready	8-30-16	n	Working on from recent pull Vacant date: 6-14-16
10428	Make ready	8-30-16	N	Vacant date: 6-29-16
10433	Make Ready	8-30-16	n	Working on app from recent pull Vacant date: 6-23-16
10507	Lease Ready	8-30-16	n	Working on app from recent pull vacant date 6-9-16
10516	Lease Ready	8-30-16	n	Working on app from recent pull Vacant date: 6-30-16
10519	Lease Ready	8-30-16	n	Looking for app from recent pull Vacant date: 6-23-16
10520	Lease Ready	8-30-16	n	Working on r app from recent pull Vacant date 6-9-16
10540	Lease Ready	8-30-16	n	Working on p from recent pull Vacant date: 6-6-16



Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management.	LHC Board, Executive Director, PHM & PHA	The board has completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015. Four (4) of five (5) board members have completed NAHRO's training
PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. - 2016 Audit, 2017 audit.	Executive Director - All Staff	The 2015 Audit has not been scored. The 2016 audit will be completed by March 31, 2017. The 2016 unaudited report will be filed by the due date.
PHA must maintain an occupancy rate of 96.0% - May 2016 Forward	Executive Director, Asset Management Director, PHM, PHA, Maintenance TEAM	The Agency's Occupancy Rate for May was 96% including units in modernization status
Increase Occupancy to 94% Feb 28, 2016,	Director of Asset Management, PHM & PHA	February's occupancy exceeds 94%
Increase Occupancy to 94.5% March 30, 2016,	Director of Asset Management, PHM & PHA	March's occupancy rate exceeds 94.5%
Increase Occupancy to 95.0% April 30, 2016	Director of Asset Management, PHM & PHA	LHC's ability to achieve this goal has been negatively impacted by S. Washington Park and LaRoy Froh. South Washington experienced a number of move outs because of lease violations, and evictions related to illegal activity. When LaRoy Froh puts units into Modernization status the overall goal of

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
Increase Occupancy to 96.0% May 31, 2016,	Director of Asset Management, PHM & PHA	LaRoy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, LaRoy Froh will attain 96% by the July report.
Maintain Occupancy at 96.0% June 30, 2016.	Director of Asset Management, PHM & PHA	LHC's overall occupancy rate for July is 96% including units in modernization status. Yet, South Washington and LaRoy Froh are not at 96% occupancy. This month new move ins exceeded evictions at South Washington. However LHC continues evictions for criminal activity, failure to pay rent and lease non compliance. We expect to see occupancy begin to tick up in September 2016. LaRoy Froh occupancy will begin to increase in August 2016. LHC's goal continues to be to achieve 96%+ occupancy overall and by site as well.
Complete the 2015 Annual Certified Audit before March 31, 2016 Submission Deadline	Executive Director and Finance TEAM	2015 Annual Certified audit was submitted by the March 31, 2016 deadline

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The finance committee comprised of current Board members Ryan Robinson and Emma Koppleman-Helvey, and past member Ben Bakken will "specialize" in reviewing financial reports and providing feedback about the finances to the balance of the Board on a monthly basis commencing April 30, 2016.	Executive Director and Finance Team	The Board established a Finance Team. The team's July monthly meeting was conducted on July 26, 2016.
The Board, guided by the Finance Committee shall review the annual audit and track the correction of findings and management letter issues (if any). Completion no later than 6/30/2017)	Executive Director and Finance Team	Staff is working to achieve the milestones contained in the Audit work plan.
Commission staff will provide updated financial policies and written procedures to HUD which will incorporate recommendations identified in the financial review conducted by the DEC by July 31, 2016 or 45 days after receipt.	Executive Director	
The 1st Policy and/or SOP will be submitted, for approval, to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval until all internal control policies are completed. March 2016-June 2017	Executive Director	The Board approved an Electronic Storage Policy.

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The Executive Director and financial management staff will receive training from Dickey May and (outside finance team). HUD Assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Casterline and Asher. March 2016-June 30, 2017	Finance Staff	Sonya Morrison received training by Emphasys staff, on one of the modules.
HUD assistance will be and has been requested for Finance and Accounting training, policies and procedures.	Executive Director and Finance Staff	LHC's request was submitted in 2015. HUD field Office requested assistance as well

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
<p>Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting.</p>	<p>Executive Director and Finance Team</p>	<p>1. The 1st finance report was provided at the February, 2016 Board Meeting reflecting January financial information. 2. The February Finance report was provided at the March, 2016 Board meeting. 3. The March Finance Report is included in the April 2016 meeting packet. 4. The April Finance Report was included in the May Board meeting packet. 5. The May Finance Reports are included in June's Board Packet and the reports were discussed and thoroughly reviewed with the finance committee. This goal is on target. 6. The June Finance committee was conducted on June 28, 2016. The finance reports were provided to the board and staff the as in advance of the meeting required. This goal is on target. 7. The July finance committee meeting was held on July 28th and the Finance reports were provided to HUD before July 31, 2016. This goal is on target.</p>

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Commission shall provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, its year to date balance sheet, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs. April 2016	Executive Director and Finance TEAM	<ol style="list-style-type: none"> 1. The January and February finance reports were submitted to HUD in the proscribed format. 2. The March Finance report was e-mailed to HUD before April 30th. 3. The April Finance report will be e-mailed to HUD by May 30, 2017. 4. The May Finance reports were provided to HUD before June 30th. This goal is current and on target. 5. The June finance reports were provided to HUD before July 31, 2016. This goal is on target.
LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May, 2016 Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July, 2016	Executive Director and Finance TEAM	The Board approved the resolution to submit the Budget on June 14, 2016. The Budget was be submitted to HUD before July 1, 2016.
The monthly financial statements including a year-to-date budgeted to actual revenue, expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. April 2016	BDO, Executive Director and Finance Team	BDO prepared the Finance statements .The finance Committee and Manager's received the April, May and June and July finance statements timely. This goal is achieved and on target.
The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016	Executive Director, BDO and Finance TEAM	Bank reconciliation are completed in conjunction with the Board Finance Report Preparation. This goal is on target for July and achieved.

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
Unaudited financials must be submitted no later than 2 months after the Commission's fiscal year end August 31, 2016	Executive Director, BDO and Finance TEAM	LHC staff and BDO have started assembling the documentation needed to submit the unaudited financials before August 31, 2016. We are on target with this goal.
Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017	Executive Director, BDO and Finance TEAM	
The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016	Executive Director and Finance TEAM	
The Housing Commission shall effectively create, execute, and maintain plans, policies, and written financial procedures, that provide efficient internal controls process as corroborated in annual independent audit 3/31/17.	Executive Director, BDO and Finance TEAM	
The 3/31/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer are affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017	Executive Director, BDO and Finance TEAM	

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.	Executive Director, BDO and Finance TEAM	LHC is working with the Board of Water & Light and Consumers Power (LHC's two largest vendors) to develop an electronic/streamlined billing and payment process. Telephonic meetings are taking place with Consumers Power. Ongoing face to face meetings are occurring with officials of Board of Water & Light.
LHC shall increase reserves by managing expenditures more closely, seeking cost savings by partnering with outside resources and utilizing community funding resources (i.e. Board of Water and Light Energy Savings 15 - 16 on-going), Consumer's energy savings (2015-16 on-going), appliance and furnace replacements, joint venturing with training programs to provide reduced cost labor (6/30/2016 - Brick and Concrete Union), and increasing occupancy to 96%.	Executive Director & Finance TEAM	Board of Water & Light has installed energy saving features, is tuning up furnaces, and continues to install LED lights. The Concrete trades union requested that LHC contact them in August to discuss the proposed MOU.
The Executive Director will provide the board an organizational structure with position descriptions and performance criteria that provides for project based budgeting, project based accounting, project based management and a project based performance matrix. June 30, 2016	Edward Forrest	The Board received copies of the 2016-17 Budget. When discussing the Budget we reviewed the organizational setup including project based budgeting, accounting and management. We discussed staffing and staff responsibilities but individual job descriptions were not provided. However, job descriptions were and are available for review. A project based performance Matrix will be completed by October 31, 2016

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
LHC will ensure performance evaluations are conducted for each employee in accordance with LHC policy. (Annually -Year 2016 by 6-30-2016, 2017 by 6-30-17... On-going)	Edward Forrest	1. 100% of staff received performance evaluations during the 2016 fiscal year. 2. On-going annual performance evaluations are on target for fiscal year 2017.
Long-term standard performer or higher for all PHAS indicators - June 30, 2016, June 30, 2017 etc.	Executive Director, All Staff	



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**LHC Board
Sign-In Sheet
Date of Meeting: August 24, 2016**

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