



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

Agenda  
Lansing Housing Commission  
May 21, 2019

Call to Order

1. Roll Call
2. Approval of Minutes of April 24, 2019

Action Items:

- Resolution No. 1311 – LHC Procurement Policy
- Resolution No. 1312 – Kitchen and Bath Reno

Informational Items:

- a. Review and approve the following LHC Policies:
  - LHC Electronic File storage Policy
  - LHC FOIA Policy
  - LHC Investment Policy
  - LHC Process for Write-offs and Collections Policy
  - LHC Social Security Confidentiality Policy
  - LHC Workplace Misconduct Policy
- b. Finance Report April 2019 Steven Raiche
- c. Housing Choice Voucher April 2019
- d. Asset Management Report April 2019
  - Mt. Vernon (MVP) & Scattered Sites AMP 102
  - Hildebrandt (HP), Forrest, Hoyt AMP 103
  - LaRoy Froh (LRF) & Scattered Sites AMP 111
  - South Washington (SWP) & Scattered Sites AMP 112





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

Discussion Items:

Other Items: Doug Fleming's Contract

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





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

### Minutes of the April 24, 2019

Commissioner Robinson called the meeting to order at 5:46 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Rhett Huyck, Don Sober, Emma Henry and Loria Hall - absent.

**STAFF:**

Marcus Hardy  
Marshall Brice  
Douglas Fleming  
Dawn Allman

Marcel Jackson  
Kim Shirey  
Andrea Bailey

**Guests:**

See List

Commissioner Sober moved and Commissioner Huyck seconded a motion to approve the minutes of the March 28, 2019 commission meeting. **The Motion was approved by all members present.**

**Written Informational Reports were provided as follows:**

Finance Report – March 2019 - Dawn Allman

Mrs. Allman provided a brief overview of the March 2019 Finance Reports. Dawn also discussed the new sheet of financial ratios.

There were issues with the amount of Operating Subsidy and HCV income received. Dawn sent requests to HUD for explanations but has not received a reply before the Board meeting. Commissioner Robinson asked Dawn to send any HUD explanations back to the Board once received.

Commissioner Robinson asked that Dawn explain the OPEB payment made in April that will show in next month's Board meeting packet.

Housing Choice Voucher (HCV) Report – March 2019

Kim Shirey provided a brief overview of the March 2019 HCV Reports.

- HCV gave 17 families vouchers at the first orientation meeting.





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

- Kim gave a short explanation of the VASH program. We now have 162 VASH vouchers. HCV housed 145 veterans and 10 others are shopping for housing. The veterans must be honorably discharged and be receiving medical care through the VA. The VA determines eligibility.

#### Asset Management Report – March 2019

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson, MVP had an occupancy rate of 94% at the end of March. There was four (4) move-in, two (2) move -outs and zero (0) transfers. There were 11 open work orders.

The current occupancy rate is 95%. There are 11 vacancies, five (5) market ready. There are 47 open work orders. Average work order is 25 days old. Maintenance has been helping LaRoy Froh get their work orders completed.

**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily, HP had an occupancy rate of 99% at the end of March. There were four (4) move-ins, two (2) move-outs and zero (0) transfers. There were 42 open work orders.

The current occupancy rate is 98%. There are 42 open work orders. Average work order is 45 days old. HP is ready to start the summer feeding program.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marshall Brice, LRF had an occupancy rate of 99% at the end of March. There was one (1) move-in, zero (0) move-outs and two (2) transfers. There were 52 open work orders.

The current occupancy rate is 99%. We are working down the number of work orders with 68 open.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy, SWP had an occupancy rate of 98% at the end of March. There were three (3) move-ins, five (5) move-out and zero (0) transfers. There were 89 open work orders.

The current occupancy rate is 99%. There were two (2) vacancies. 81 work orders that are open. Average work order time is 77 days. All cables are run for security







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

cameras to be added.

Commissioner Henry asked if there was a plan to fix the plumbing issues at South Washington. Marcus explained that the plumbing is behind concrete walls making correction difficult. It is expected that this issue would be resolved as part of RAD.

**Action Items:** None

**Discussion Items:** None

**Executive Director's Comments:**

**Activities**

- Davis-Bacon – HUD came in to train COCC and LIPH staff.
- Rent Calc.

**Capital improvements**

- Security Cameras – starting with South Washington and then the other sites, we are working on determining resolutions to power source issues and may have to change the plan to some extent.
- Kitchen/Bath – First Contracting won the bid. We will prioritize the kitchens at each site.
- Elevator – We had approved a contractor for South Washington. We found out the contractor is disbarred so we are moving to a second contractor.
- Reo Road Renovations

**Staff Changes**

- Dawn Allman resignation – 2-week notice as of Monday. We have an accounting person who will step in to do maintenance as well as Dickey May. We will be looking for the right person for this position. The position has been posted.
- Maintenance opening – LRF – We are struggling to find qualified applicants.

**Major Activities**

- Site visits to LHC properties
- Staff Meeting LIPH
- Transfer to Box
- Budget development 2019 – working on making the staff more responsible for the budget
- Annual Plan revisions 2019





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

- RAD planning – working with CCA on all requests and are tracked as completed in a spreadsheet
- Board Emails – added an email address for each Board member
- Conflict of Interest forms – all Board members and staff need to complete, staff completed at our last all staff meeting
- Maintenance and snow contract
- Parking lot at COCC repairs – this is necessary since we rent out spaces in our lots
- Meeting with City of Lansing on coordinating more fully for our summer activities

Commissioner Robinson asked for a timeline for application to RAD. We need two resident meetings before we go forward. CCA is still gathering data for our pre-scoring. Doug is meeting with CCA in Baltimore in June. We want to submit our application in October.

Commissioner Henry asked some questions on RAD. Mr. Fleming answered the items as needed. South Washington is in an opportunity zone.

#### **President's Comments:**

- Doug's contract – The initial contract was effective 09/04/18 for 4 months. Doug is interested in staying longer. Ryan Robinson would like to offer a 12-month contract and give some overlap when the new person comes on board. The Board would start the search to meet these deadlines. The contract would not be auto-renewing but would give the option to extend as needed. Ryan will put it on next month's Board meeting agenda for review on the contract draft.
- Commissioner Robinson would like to create a separate support services contract where Doug repays us for non-LHC work that he does within LHC using LHC's resources. This would include space and material resources. Commissioner Robinson and Mr. Fleming does not want any look of impropriety. The contract draft will be put on next month's agenda.
- Commissioner Robinson asked the Asset Managers to please include notices for site events to the Board. He is planning monthly site visits and will attend city council meetings when he can.





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

- Commissioner Robinson gave out a spreadsheet of PHAS and REAC scores for the last four years as well as a packet explaining the PHAS scores.
- Commissioner Robinson also gave out a document on the RAD Revolution.
- Commissioner Robinson thanked Dawn for her time with LHC.

**Public Comment:** limit 3 minutes per person – none

**Other Business:**

All Board Members to sign the Conflict of Interest Disclosure Form – Please sign these before you leave.

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

Ryan Robinson, Chair

Date 5-21-19

Doug Fleming, Acting Secretary

Date 5-21-19







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

**May 21, 2019**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of LHC's Revised Procurement Policy- Resolution No. 1311**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1311, which authorizes Douglas E. Fleming, acting in his capacity as Executive Director, to implement the attached Revised Procurement Policy.

**CONTACT PERSON:**

Douglas E. Fleming  
Executive Director  
517.372.7996

**SUMMARY:**

Approval of this resolution provides direction on the implementation of Lansing Housing Commission's ("LHC's") revised Procurement Policy.

**BACKGROUND:**

LHC staff reviewed current 2 CFR 200.317-326 policy, with NAHRO and Procurement Standards instructor Jim Ingles for guidance on how to revise its Procurement Policy to ensure it was updated to represent current best practices and compliant with HUD requirements. As a result of this collaboration the attached revised policy achieves this goal.

LHC policy currently breaks down procurement purchases as follows:

- |                       |                  |
|-----------------------|------------------|
| 1. Petty Cash         | \$0-100          |
| 2. Micro Purchase     | \$101-3000       |
| 3. Small Purchase     | \$3001-99,999    |
| 4. RFP/Board approval | \$100,000 and up |

HUD recently revised their procurement threshold to \$250,000 for PHA's to complete a Request for Proposal (RFP) and then need board approval. This resolution requests we





move LHC policy to \$250,000 for mandatory RFP process and board approval. The resolution also requests that we move the Micro purchase threshold to \$10,000 and adjust the Small Purchase limits to fit within these new requirements.

The new policy would be as follows:

- |                   |                  |
|-------------------|------------------|
| 1. Petty Cash     | \$0-100          |
| 2. Micro Purchase | \$101-10,000     |
| 3. Small Purchase | \$10,001-249,999 |
| 4. Board Approval | \$150,000        |
| 5. RFP            | \$250,000 and up |

Staff training to review this policy is scheduled June 12, 2019. As such, staff will be immediately prepared to implement this policy.


**FINANCIAL CONSIDERATION:**

There are not financial considerations.

**POLICY CONSIDERATIONS:**

One of the major governance responsibilities of the Board is to set policy for LHC. Staff compliments the Board's governance responsibility by periodically reviewing and updating policies for review and approval by the Board. Approval of this policy is consistent with the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted,

  
Douglas E. Fleming,

Secretary to the Board Lansing Housing Commission





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

### Resolution No. 1311

Adopted by the Lansing Housing Commission

May 21, 2019

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

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to implement and administer Lansing Housing Commission's reviewed updated Procurement Policy.

Ryan Robinson, Chair

Yeas 3

Nays 0

Abstentions \_\_\_\_\_

Attest

Secretary

For Clerks Use Only

Resolution No: 1311

Date Adopted: 5/21/2019



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

**May 21, 2019**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to execute a Contract between First Contracting and Lansing Housing Commission (LHC) for the Kitchen and Bath Renovations - Resolution No.1312**

**RECOMMENDATION:**

Staff recommends approval of Resolution No.1312, which authorizes Douglas E. Fleming acting in his capacity as Executive Director of LHC to enter into a contract with First Contracting for the Kitchen and Bath Renovations at LaRoy Froh, S. Washington, Mt Vernon Park and Hildebrandt Park.

**CONTACT PERSON:**

Douglas E. Fleming  
Executive Director  
(517) 372-7996

**SUMMARY:**

Authorization of this Resolution constitutes the Commission's formal approval of a contract of \$280,000 to renovate kitchen and baths at each LHC amp.

**BACKGROUND:**

Capital funds were allocated for 2019 to complete kitchen and bathroom renovations at each of the LHC amps. An architect was used in the process and a qualifying RFP was issued. The winning bid was submitted by First Contracting of Ovid, MI. The individual amp allocations were \$70,000 each for Mt. Vernon, Hildebrandt, LaRoy Froh and South Washington. Each asset manager will determine the specific addresses/units of the renovations and their decision will be based on greatest need.



**FINANCIAL CONSIDERATION:**

Contractor Name: First Contracting

Amount: \$280,000

**POLICY CONSIDERATIONS:**

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

Respectfully Submitted,

  
\_\_\_\_\_  
Douglas E. Fleming, Secretary to the Board  
Lansing Housing Commission







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

### Resolution No. 1312

Adopted by the Lansing Housing Commission

May 21, 2019

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

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to enter into a contract between Lansing Housing Commission and First Contracting for Kitchen and Bath Renovations at Hildebrandt, LaRoy Froh, Mt Vernon and S Washington.

The contract amount is \$280,000 to renovate kitchen and baths at each LHC amp.

Ryan Robinson, Chair

Yeas 3

Nays 0

Abstentions \_\_\_\_\_

Attest   
Secretary

For Clerks Use Only

Resolution No: 1312  
Date Adopted: 5/21/2019

Lansing Housing Commission  
Summary Results for APRIL FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	3,964	8,097	(2,314)	3,788	13,536	4,096	81,774
Tenant Revenue Variance	1,772	7,289	(1,283)	2,552	10,330	-	-
HUD Revenue Variance	(890)	(2,163)	(2,407)	(1,482)	(6,942)	2,936	80,383
Capital Fund Income	875	875	875	875	3,500	-	-
Other Income	2,207	2,097	501	1,843	6,648	1,160	1,391
Other	-	-	-	-	-	-	0
Budgeted Revenue	107,373	129,082	116,812	84,751	438,017	64,295	887,403
% Variance fav (unfav)	4%	6%	-2%	4%	3%	6%	9%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	30,561	37,554	30,872	28,615	127,601	14	110,112
<i>Contributing Factors:</i>							
MERS Contribution Special	-	-	-	-	-	-	-
Adjusted Expense Variance	30,561	37,554	30,872	28,615	127,601	14	110,112
<i>-Over spend (Under spend)</i>							
Salary Expenses	(4,389)	(2,560)	(6,175)	(5,320)	(18,444)	(14,497)	(1,587)
Employee Benefit Expenses	14,109	10,052	8,841	12,646	45,648	(2,475)	483
Utilities	9,280	5,487	6,199	7,321	28,288	977	102
Write-offs	2,578	369	1,669	434	5,050	-	-
Legal	79	49	723	(534)	317	5,791	-
Professional Services	992	550	75	504	2,122	4,084	(765)
Administrative Services	-	-	-	-	-	-	-
Insurance	709	125	1,429	1,843	4,107	167	1,045
Sundry/Postage/Office Supplies	24	(30)	(192)	2,142	1,945	(421)	437
Management Fee	206	649	579	255	1,689	-	1,238
HAP Expense	-	-	-	-	-	-	110,803
Inspections	845	(135)	2,508	-	3,218	-	(6,000)
Maintenance Costs	2,843	19,087	(2,663)	7,493	26,760	1,135	(215)
Maintenance Contract - Unit Turns	3,925	3,139	15,643	1,760	24,467	-	-
Other	(643)	772	2,235	71	2,435	5,254	4,572
Budgeted Expense	88,222	106,709	109,658	91,156	395,745	55,535	873,972
% Variance fav (unfav)	-35%	-35%	-28%	-31%	-32%	0%	-13%
<b>Curr Mo. Actual Net Income (Loss)</b>							
	\$ (7,446)	\$ (7,084)	\$ (26,032)	\$ (31,232)	\$ (71,794)	\$ 12,843	\$ (14,907)
<b>YTD Actual Net Income (Loss) Net of CWIP</b>							
	\$ (42,522)	\$ 183,298	\$ (97,690)	\$ 123,584	\$ 166,669	\$ 350,484	\$ (272,803)
<b>Prior YR YTD Net Income (Loss)</b>							
	\$ 89,083	\$ 140,976	\$ 76,056	\$ 41,641	\$ 347,756	\$ 286,100	\$ (511,328)
<b>Cash Balance - April</b>							
	\$ 504,316	\$ 572,962	\$ 693,766	\$ 517,780	\$ 2,288,824	\$ 1,049,218	\$ 727,214
<b>Cash Balance - March</b>							
	\$ 487,868	\$ 564,080	\$ 696,279	\$ 530,589	\$ 2,278,816	\$ 1,095,669	\$ 661,524
<b>Cash Balance - February</b>							
	\$ 469,630	\$ 518,483	\$ 670,867	\$ 517,109	\$ 2,176,089	\$ 1,069,927	\$ 685,019

LIPH ProgramRevenue Variance

Revenue was 3% above budget for the month of April

Expense Variance

Expenses were \$128K or 32% above budget

Key expense factors -

Benefit Expense was \$46K above budget - Pension payments

Utilities were \$28K above budget - weather related/budget calculations

Write offs were \$5K above budget - Part of a strategic effort to clean these up

Insurance Expense were \$4K above budget - incorrectly budgeted

Maintenance Costs were \$27K above budget - plumbing at HP

Maintenance Costs - Unit Turns were \$24K above budget

Expense Variance			
AMP	Bgt	Act	Fav(Unfav)
MVP	88,222	118,782	(30,561)
HP	106,709	144,263	(37,554)
LRF	109,658	140,530	(30,872)
SWP	91,156	119,771	(28,615)
Total	395,745	523,347	(127,601)
			-32%
Less: CAP MGT			
	0	-	
	395,745	523,347	(127,601)
Without BLI 1410			-32%

Net Income Variance

Net Income - Budget vs Actual

AMP	Bgt	Act	Fav (unfav)	BLI 1406
MVP	19,151	(7,446)	(26,596)	-
HP	22,372	(7,084)	(29,457)	-
LRF	7,154	(26,032)	(33,186)	-
SWP	(6,405)	(31,232)	(24,827)	-
Total	\$ 42,272	\$ (71,794)	\$ (114,066)	\$ -

COCCRevenue Variance

Revenue was \$4K or 6% above budget

HUD Revenue was \$3K above budget

Expense Variance

Expenses were consistent with budget

Salary and benefit expense is below budget yet offset by higher professional fees

Legal expenses surrounding union negotiations

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
COCC	55,535	55,548	(14)
			0%

Net Income Variance

Net Income - Budget vs Actual

Comp	Bgt	Act	Fav (unfav)
COCC	8,760	12,843	4,082

HCV ProgramRevenue Variance

Revenue was \$81K or 9% above budget

Program Income was \$74K above budget- increased vouchers

Admin Fee Income was \$6K above budget - increased vouchers

Expense Variance

Expenses were \$110K or 13% above budget

HAP expenses were \$111k above budget - increased vouchers

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
HCV	873,972	984,084	(110,112)
			-13%

Net Income Variance

Comp	Bgt	Act	Fav (unfav)
80xx	13,431		(13,431)
Admin 8001		13,886	13,886
Prgm 8002		(28,793)	(28,793)
Total	13,431	(14,907)	(28,338)

**April Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,802		03/19	\$ 514.53
HCV 8002 Expenses	\$ 915,746.52		02/19	\$ 506.09
Average Cost Per Voucher	<u>\$ 508.18</u>		01/19	\$ 507.80

LIPH Ratios						Prior Months	
<b>Year-to-Date Occupancy Rate</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>Total</b>		
YTD Average Number of Units Leased	193	215	196	192	796	03/19	95.9%
Number of Possible Units	202	220	210	198	830	02/19	95.8%
Year-to-Date Occupancy Rate	<u>95.5%</u>	<u>97.7%</u>	<u>93.3%</u>	<u>97.0%</u>	<u>95.9%</u>	01/19	95.8%
<b>Average Revenue Per Occupied Unit</b>						03/19	\$ 561.81
Total LIPH Revenue	\$ 111,336.80	\$ 137,179.06	\$ 114,497.87	\$ 88,539.13	\$ 451,552.86	02/19	\$ 572.94
Average Revenue Per Occupied Unit	<u>\$ 576.87</u>	<u>\$ 638.04</u>	<u>\$ 584.17</u>	<u>\$ 461.14</u>	<u>\$ 567.28</u>	01/19	\$ 578.02
<b>Average Tenant Revenue Per Occupied Unit</b>						03/19	\$ 161.78
Total Tenant Revenue	\$ 31,684.65	\$ 41,791.00	\$ 29,466.00	\$ 32,114.00	\$ 135,055.65	02/19	\$ 170.93
Average Tenant Revenue Per Occupied Unit	<u>\$ 164.17</u>	<u>\$ 194.38</u>	<u>\$ 150.34</u>	<u>\$ 167.26</u>	<u>\$ 169.67</u>	01/19	\$ 173.36
<b>Average Cost Per Occupied Unit</b>						03/19	\$ 661.89
YTD Average Monthly Expenses	\$ 132,836.04	\$ 134,873.80	\$ 144,080.57	\$ 114,721.88	\$ 526,512.29	02/19	\$ 688.95
Average Cost Per Occupied Unit	<u>\$ 688.27</u>	<u>\$ 627.32</u>	<u>\$ 735.10</u>	<u>\$ 597.51</u>	<u>\$ 661.45</u>	01/19	\$ 700.16

Company Ratios						
<b>Operating Reserves</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>COCC</b>	<b>HCV Admin</b>
Bank Account Balance	\$ 504,316.44	\$ 572,961.77	\$ 693,766.39	\$ 517,779.73	\$ 1,049,217.61	\$ 513,905.50
YTD Expenses	\$ 1,328,360.39	\$ 1,348,738.03	\$ 1,440,805.73	\$ 1,147,218.76	\$ 559,974.24	\$ 762,538.50
Number of Months	10	10	10	10	10	10
Average Monthly Expenses	<u>\$ 132,836.04</u>	<u>\$ 134,873.80</u>	<u>\$ 144,080.57</u>	<u>\$ 114,721.88</u>	<u>\$ 55,997.42</u>	<u>\$ 76,253.85</u>
<b>Number of Months of Operating Reserves (would like to have 4 months of operating reserves)</b>	<u>3.80</u>	<u>4.25</u>	<u>4.82</u>	<u>4.51</u>	<u>18.74</u>	<u>6.74</u>
<b>Prior Months</b>						
03/19	3.63	4.21	4.82	4.65	19.55	6.35
02/19	3.37	3.74	4.44	4.35	18.64	5.94
06/18	5.25	3.43	6.79	4.34	17.43	12.09



Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending April 30, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 304,673	\$ 295,610	\$ 9,063	\$ 289,213	\$ 354,732	\$ 59,122
Tenant Revenue - Other	38,324	26,600	11,724	24,848	31,920	5,320
Total Tenant Revenue	<u>\$ 342,997</u>	<u>\$ 322,210</u>	<u>\$ 20,787</u>	<u>\$ 314,060</u>	<u>\$ 386,652</u>	<u>\$ 64,442</u>
HUD PHA Operating Grants	781,258	751,388	29,871	731,268	901,665	150,278
CFP Operational Income	155,318	35,000	120,318	108,969	35,000	-
Fraud Recovery and Other	6,266	4,819	1,447	10,045	6,408	1,589
Total Operating Revenue	<u>\$ 1,285,838</u>	<u>\$ 1,113,416</u>	<u>\$ 172,422</u>	<u>\$ 1,164,341</u>	<u>\$ 1,329,725</u>	<u>\$ 216,309</u>
Administrative Salaries	\$ 74,631	\$ 72,253	\$ 2,379	\$ 73,259	\$ 85,390	\$ 13,137
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	150,143	95,390	54,753	129,633	114,468	19,078
Bookkeeping Fees	14,493	14,550	(57)	14,620	17,460	2,910
Employee Benefits Contributions - Admin	23,895	23,488	407	30,036	28,085	4,597
Office Expenses	22,666	46,526	(23,860)	32,561	53,658	7,132
Legal	18,625	18,340	285	16,144	21,140	2,800
Travel	807	650	157	433	780	130
Other	1,710	14,700	(12,990)	7,773	18,000	3,300
Tenant Services - Other	18,044	-	18,044	17,100	-	-
Water	72,163	74,177	(2,014)	77,398	91,281	17,104
Electricity	35,859	30,897	4,962	36,415	35,455	4,559
Gas	45,781	33,500	12,281	46,623	39,500	6,000
Other Utilities Expense	6,656	5,950	706	5,675	6,050	100
Ordinary Maintenance and Operations - Labor	74,452	126,971	(52,519)	65,892	150,056	23,086
Ordinary Maintenance and Operations - Material	110,742	57,900	52,842	55,928	67,500	9,600
Ordinary Maintenance and Operations - Contract	445,780	229,685	216,095	300,199	260,165	30,480
Employee Benefits Contributions - Ordinary	56,657	70,359	(13,701)	39,655	84,254	13,895
Protective Services - Other Contract Costs	1,975	2,000	(25)	1,935	2,400	400
Property Insurance	41,070	37,760	3,310	35,954	45,312	7,552
Liability Insurance	15,057	12,670	2,387	12,306	15,204	2,534
Workers Compensation	1,082	2,480	(1,398)	2,577	2,976	496
All Other Insurance	1,751	1,860	(109)	3,156	2,232	372
Other General Expenses	35,057	-	35,057	30,785	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	12,347	15,124	(2,776)	12,301	18,154	3,030
Bad debt - Tenant Rents	27,398	5,800	21,598	6,278	6,960	1,160
Interest Expense	14,517	14,508	10	15,620	17,293	2,785
Total Operating Expenses	<u>\$ 1,328,360</u>	<u>\$ 1,012,536</u>	<u>\$ 315,824</u>	<u>\$ 1,075,259</u>	<u>\$ 1,188,772</u>	<u>\$ 176,236</u>
Net Income (Loss)	<u>\$ (42,522)</u>	<u>\$ 100,880</u>	<u>\$ (143,402)</u>	<u>\$ 89,083</u>	<u>\$ 140,953</u>	<u>\$ 40,072</u>

**Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 381,879	\$ 345,020	\$ 36,859	\$ 336,075	\$ 414,024	\$ 69,004
Tenant Revenue - Other	28,254	17,015	11,239	28,931	20,015	3,000
Total Tenant Revenue	<u>\$ 410,133</u>	<u>\$ 362,035</u>	<u>\$ 48,098</u>	<u>\$ 365,007</u>	<u>\$ 434,039</u>	<u>\$ 72,004</u>
HUD PHA Operating Grants	966,239	930,686	35,552	964,334	1,116,824	186,137
CFP Operational Income	149,615	35,000	114,615	111,785	35,000	-
Fraud Recovery and Other	6,050	4,799	1,251	4,575	6,384	1,585
Total Operating Revenue	<u>\$ 1,532,036</u>	<u>\$ 1,332,520</u>	<u>\$ 199,516</u>	<u>\$ 1,445,701</u>	<u>\$ 1,592,246</u>	<u>\$ 259,726</u>
Administrative Salaries	\$ 67,151	\$ 71,099	\$ (3,949)	\$ 71,002	\$ 84,026	\$ 12,927
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	165,763	104,732	61,031	141,448	125,679	20,946
Bookkeeping Fees	16,158	15,975	183	15,993	19,170	3,195
Employee Benefits Contributions - Admin	26,858	35,237	(8,379)	32,441	42,186	6,949
Office Expenses	27,982	28,891	(909)	32,711	34,314	5,423
Legal	20,817	16,460	4,357	20,100	20,160	3,700
Travel	410	800	(390)	586	960	160
Other	544	1,820	(1,276)	10,677	2,220	400
Tenant Services - Other	19,617	17,400	2,217	19,285	21,100	3,700
Water	86,883	82,700	4,183	83,374	98,700	16,000
Electricity	26,167	25,700	467	29,341	30,200	4,500
Gas	43,005	50,300	(7,295)	43,410	55,500	5,200
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	63,035	121,116	(58,081)	65,396	143,228	22,112
Ordinary Maintenance and Operations - Materia	57,910	52,650	5,260	40,171	64,200	11,550
Ordinary Maintenance and Operations - Contrac	525,712	342,585	183,127	508,595	405,535	62,950
Employee Benefits Contributions - Ordinary	49,064	55,340	(6,275)	37,729	66,246	10,906
Protective Services - Other Contract Costs	3,207	3,000	207	3,172	3,600	600
Property Insurance	36,507	39,500	(2,993)	37,482	47,400	7,900
Liability Insurance	12,270	10,320	1,950	10,084	12,384	2,064
Workers Compensation	1,178	1,640	(462)	2,131	1,968	328
All Other Insurance	1,645	1,660	(16)	2,895	1,992	332
Other General Expenses	37,804	18,998	18,806	33,448	22,255	3,257
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	22,710	17,732	4,978	17,579	21,882	4,150
Bad debt - Tenant Rents	7,147	9,000	(1,853)	14,643	10,800	1,800
Interest Expense	24,196	24,179	16	26,034	28,821	4,642
Total Operating Expenses	<u>\$ 1,348,738</u>	<u>\$ 1,160,424</u>	<u>\$ 188,314</u>	<u>\$ 1,304,725</u>	<u>\$ 1,376,116</u>	<u>\$ 215,692</u>
Net Income (Loss)	<u>\$ 183,298</u>	<u>\$ 172,095</u>	<u>\$ 11,203</u>	<u>\$ 140,976</u>	<u>\$ 216,130</u>	<u>\$ 44,035</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 294,197	\$ 307,490	\$ (13,293)	\$ 316,961	\$ 368,988	\$ 61,498
Tenant Revenue - Other	22,793	23,700	(907)	29,364	28,440	4,740
Total Tenant Revenue	<u>\$ 316,990</u>	<u>\$ 331,190</u>	<u>\$ (14,200)</u>	<u>\$ 346,324</u>	<u>\$ 397,428</u>	<u>\$ 66,238</u>
HUD PHA Operating Grants	866,818	836,735	30,083	859,486	1,004,082	167,347
CFP Operational Income	154,615	35,000	119,615	111,785	35,000	-
Fraud Recovery and Other	4,692	4,879	(186)	5,475	6,480	1,601
Total Operating Revenue	<u>\$ 1,343,115</u>	<u>\$ 1,207,804</u>	<u>\$ 135,311</u>	<u>\$ 1,323,070</u>	<u>\$ 1,442,990</u>	<u>\$ 235,186</u>
Administrative Salaries	\$ 71,370	\$ 79,422	\$ (8,052)	\$ 33,734	\$ 93,863	\$ 14,440
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	156,532	99,815	56,717	136,385	119,778	19,983
Bookkeeping Fees	14,732	15,225	(493)	15,220	18,270	3,045
Employee Benefits Contributions - Admin	27,986	27,638	347	14,756	33,055	5,417
Office Expenses	27,059	32,811	(5,752)	31,002	39,483	6,672
Legal	21,893	20,000	1,893	18,287	24,000	4,000
Travel	66	630	(564)	100	756	126
Other	7,018	6,000	1,018	15,707	7,200	1,200
Tenant Services - Other	16,295	21,800	(5,505)	18,132	26,160	4,360
Water	57,673	57,000	673	58,222	68,400	11,400
Electricity	35,312	32,580	2,732	32,974	39,096	6,516
Gas	43,212	55,300	(12,088)	44,111	59,300	4,000
Other Utilities Expense	12,199	12,550	(351)	11,439	12,660	110
Ordinary Maintenance and Operations - Labor	91,163	145,673	(54,510)	93,119	172,159	26,486
Ordinary Maintenance and Operations - Materia	99,527	82,280	17,247	64,397	98,856	16,576
Ordinary Maintenance and Operations - Contrac	525,761	265,330	260,431	455,847	319,820	54,490
Employee Benefits Contributions - Ordinary	64,566	70,875	(6,310)	55,025	84,848	13,972
Protective Services - Other Contract Costs	3,085	3,000	85	2,950	3,600	600
Property Insurance	51,718	43,390	8,328	41,948	52,068	8,678
Liability Insurance	16,386	13,060	3,326	12,734	15,672	2,612
Workers Compensation	1,141	1,580	(439)	2,056	1,896	316
All Other Insurance	6,830	2,350	4,480	3,604	2,820	470
Other General Expenses	37,084	20,933	16,151	31,882	24,749	3,816
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	13,871	15,661	(1,790)	17,258	19,499	3,838
Bad debt - Tenant Rents	19,037	6,000	13,037	15,747	7,200	1,200
Interest Expense	14,292	14,282	10	15,378	17,024	2,742
Total Operating Expenses	<u>\$ 1,440,806</u>	<u>\$ 1,150,186</u>	<u>\$ 290,620</u>	<u>\$ 1,247,014</u>	<u>\$ 1,367,232</u>	<u>\$ 217,046</u>
Net Income (Loss)	<u>\$ (97,690)</u>	<u>\$ 57,618</u>	<u>\$ (155,308)</u>	<u>\$ 76,056</u>	<u>\$ 75,758</u>	<u>\$ 18,140</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 317,747	\$ 295,620	\$ 22,127	\$ 287,737	\$ 354,744	\$ 59,124
Tenant Revenue - Other	23,905	20,580	3,325	20,272	24,696	4,116
Total Tenant Revenue	<u>\$ 341,651</u>	<u>\$ 316,200</u>	<u>\$ 25,451</u>	<u>\$ 308,009</u>	<u>\$ 379,440</u>	<u>\$ 63,240</u>
HUD PHA Operating Grants	550,016	530,855	19,161	494,333	637,025	106,171
CFP Operational Income	367,516	175,000	192,516	224,938	175,000	-
Fraud Recovery and Other	11,619	5,149	6,471	8,550	6,804	1,655
Total Operating Revenue	<u>\$ 1,270,802</u>	<u>\$ 1,027,203</u>	<u>\$ 243,599</u>	<u>\$ 1,035,829</u>	<u>\$ 1,198,269</u>	<u>\$ 171,066</u>
Administrative Salaries	\$ 61,232	\$ 75,231	\$ (13,999)	\$ 70,872	\$ 88,909	\$ 13,678
Auditing Fees	-	5,000	(5,000)	5,000	5,000	-
Management Fees	149,276	94,898	54,378	128,060	113,878	18,980
Bookkeeping Fees	14,365	14,475	(110)	14,381	17,370	2,895
Employee Benefits Contributions - Admin	33,185	36,773	(3,588)	31,171	44,023	7,250
Office Expenses	27,044	27,137	(93)	29,059	32,259	5,122
Legal	22,545	27,210	(4,665)	23,378	32,652	5,442
Travel	(716)	-	(716)	-	-	-
Other	16,947	-	16,947	6,434	-	-
Tenant Services - Other	12,968	14,000	(1,033)	11,991	16,800	2,800
Water	168,476	156,150	12,326	158,955	187,380	31,230
Electricity	89,181	86,480	2,701	84,811	103,776	17,296
Gas	43,702	45,050	(1,348)	37,003	46,750	1,700
Other Utilities Expense	1,410	1,402	8	1,348	1,455	53
Ordinary Maintenance and Operations - Labor	104,311	151,688	(47,377)	123,509	179,268	27,580
Ordinary Maintenance and Operations - Materia	61,112	43,710	17,402	39,594	52,292	8,582
Ordinary Maintenance and Operations - Contrac	166,345	80,130	86,215	89,561	93,776	13,646
Employee Benefits Contributions - Ordinary	80,986	74,721	6,265	59,321	89,455	14,733
Protective Services - Other Contract Costs	2,346	1,400	946	1,400	1,680	280
Property Insurance	21,296	7,170	14,126	8,709	8,604	1,434
Liability Insurance	15,917	13,780	2,137	13,424	16,536	2,756
Workers Compensation	1,060	1,500	(440)	1,926	1,800	300
All Other Insurance	1,463	970	493	2,188	1,164	194
Other General Expenses	43,347	15,830	27,517	43,606	18,996	3,166
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,101	294	807	215	1,084	790
Bad debt - Tenant Rents	5,375	5,000	375	4,762	6,000	1,000
Interest Expense	2,945	3,261	(316)	3,512	3,888	626
Total Operating Expenses	<u>\$ 1,147,219</u>	<u>\$ 983,260</u>	<u>\$ 163,959</u>	<u>\$ 994,188</u>	<u>\$ 1,164,793</u>	<u>\$ 181,533</u>
Net Income (Loss)	<u>\$ 123,584</u>	<u>\$ 43,944</u>	<u>\$ 79,640</u>	<u>\$ 41,641</u>	<u>\$ 33,476</u>	<u>\$ (10,467)</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,298,496	\$ 1,243,740	\$ 54,756	\$ 1,229,985	\$ 1,492,488	\$ 248,748
Tenant Revenue - Other	113,275	87,895	25,380	103,415	105,071	17,176
Total Tenant Revenue	<u>\$ 1,411,771</u>	<u>\$ 1,331,635</u>	<u>\$ 80,136</u>	<u>\$ 1,333,400</u>	<u>\$ 1,597,559</u>	<u>\$ 265,924</u>
HUD PHA Operating Grants	3,164,330	3,049,664	114,667	3,049,421	3,659,596	609,933
CFP Operational Income	827,065	280,000	547,065	557,477	280,000	-
Fraud Recovery and Other	28,627	19,644	8,982	28,644	26,074	6,430
Total Operating Revenue	<u>\$ 5,431,792</u>	<u>\$ 4,680,943</u>	<u>\$ 750,849</u>	<u>\$ 4,968,941</u>	<u>\$ 5,563,229</u>	<u>\$ 882,287</u>
Administrative Salaries	\$ 274,384	\$ 298,005	\$ (23,621)	\$ 248,867	\$ 352,187	\$ 54,183
Auditing Fees	15,000	20,000	(5,000)	20,000	20,000	-
Management Fees	621,714	394,835	226,878	535,525	473,802	78,987
Bookkeeping Fees	59,748	60,225	(477)	60,214	72,270	12,045
Employee Benefits Contributions - Administrativ	111,924	123,136	(11,212)	108,404	147,349	24,213
Office Expenses	104,751	135,365	(30,614)	125,333	159,714	24,349
Legal Expense	83,880	82,010	1,870	77,909	97,952	15,942
Travel	567	2,080	(1,513)	1,119	2,496	416
Other	26,219	22,520	3,699	40,590	27,420	4,900
Tenant Services - Other	66,924	53,200	13,724	66,508	64,060	10,860
Water	385,195	370,027	15,168	377,949	445,761	75,734
Electricity	186,518	175,657	10,862	183,540	208,527	32,871
Gas	175,700	184,150	(8,450)	171,148	201,050	16,900
Other Utilities Expense	20,265	26,492	(6,227)	18,463	26,755	263
Ordinary Maintenance and Operations - Labor	332,960	545,448	(212,487)	347,915	644,711	99,264
Ordinary Maintenance and Operations - Materia	329,290	236,540	92,750	200,089	282,848	46,308
Ordinary Maintenance and Operations - Contrac	1,663,597	917,730	745,867	1,354,202	1,079,296	161,566
Employee Benefits Contributions - Ordinary	251,273	271,295	(20,021)	191,730	324,802	53,507
Protective Services - Other Contract Costs	10,614	9,400	1,214	9,458	11,280	1,880
Property Insurance	150,591	127,820	22,771	124,093	153,384	25,564
Liability Insurance	59,630	49,830	9,800	48,548	59,796	9,966
Workers Compensation	4,461	7,200	(2,739)	8,691	8,640	1,440
All Other Insurance	11,688	6,840	4,848	11,844	8,208	1,368
Other General Expenses	153,292	55,761	97,531	139,721	66,000	10,239
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	50,029	48,811	1,219	47,352	60,619	11,808
Bad debt - Tenant Rents	58,958	25,800	33,158	41,431	30,960	5,160
Interest Expense	55,951	56,231	(280)	60,544	67,026	10,795
Total Operating Expenses	<u>\$ 5,265,123</u>	<u>\$ 4,306,406</u>	<u>\$ 958,717</u>	<u>\$ 4,621,186</u>	<u>\$ 5,096,913</u>	<u>\$ 790,507</u>
Net Income (Loss)	<u>\$ 166,669</u>	<u>\$ 374,537</u>	<u>\$ (207,867)</u>	<u>\$ 347,755</u>	<u>\$ 466,316</u>	<u>\$ 91,780</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 789,112	\$ 685,773	\$ 103,338	\$ 679,023	\$ 794,928	\$ 109,155
Bookkeeping Fees Income	59,748	60,225	(477)	60,214	72,270	12,045
Fraud Recovery and Other	61,599	44,015	17,584	54,321	58,470	14,455
<b>Total Operating Revenue</b>	<b>\$ 910,458</b>	<b>\$ 790,013</b>	<b>\$ 120,445</b>	<b>\$ 793,558</b>	<b>\$ 925,668</b>	<b>\$ 135,655</b>
Administrative Salaries	\$ 209,162	\$ 345,137	\$ (135,975)	\$ 269,989	\$ 407,889	\$ 62,752
Auditing Fees	5,000	5,000	-	5,000	5,900	900
Employee Benefits Contributions - Admin	56,933	95,081	(38,148)	68,420	113,617	18,536
Office Expenses	44,601	37,981	6,619	42,199	45,809	7,828
Legal	7,281	1,770	5,511	1,395	2,304	534
Travel	8,317	7,325	992	7,715	7,325	-
Other	33,499	21,599	11,900	24,347	28,245	6,646
Tenant Services - Other	1,286	-	1,286	-	-	-
Water	1,299	1,330	(31)	1,562	1,596	266
Electricity	8,688	8,750	(62)	7,634	10,500	1,750
Gas	1,613	1,890	(277)	1,602	2,268	378
Other Utilities Expense	285	240	45	263	288	48
Ordinary Maintenance and Operations - Material	300	450	(150)	73	450	-
Ordinary Maintenance and Operations - Contract	51,835	8,198	43,637	7,653	9,267	1,069
Protective Services - Other Contract Costs	388	315	73	492	315	-
Property Insurance	1,521	1,040	481	1,724	1,248	208
Liability Insurance	226	-	226	-	-	-
Workers Compensation	627	930	(303)	1,093	1,116	186
All Other Insurance	24,554	23,800	754	22,618	28,560	4,760
Other General Expenses	98,864	36,400	62,464	35,740	43,200	6,800
Compensated Absences	-	-	-	-	-	-
Interest Expense	3,694	3,694	-	7,939	4,223	528
<b>Total Operating Expenses</b>	<b>\$ 559,974</b>	<b>\$ 600,930</b>	<b>\$ (40,956)</b>	<b>\$ 507,458</b>	<b>\$ 714,120</b>	<b>\$ 113,190</b>
<b>Net Income (Loss)</b>	<b>\$ 350,484</b>	<b>\$ 189,083</b>	<b>\$ 161,401</b>	<b>\$ 286,100</b>	<b>\$ 211,548</b>	<b>\$ 22,465</b>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Housing Choice Voucher**  
**For the Period Ending April 30, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 9,423,206	\$ 8,868,900	\$ 554,306	\$ 8,319,188	\$ 10,642,680	\$ 1,773,780
Other Revenue	208	-	208	314	-	-
Fraud Recovery and Other	13,906	5,130	8,776	17,555	6,156	1,026
Total Operating Revenue	<u>\$ 9,437,320</u>	<u>\$ 8,874,030</u>	<u>\$ 563,290</u>	<u>\$ 8,337,057</u>	<u>\$ 10,648,836</u>	<u>\$ 1,774,806</u>
Administrative Salaries	\$ 258,286	\$ 261,923	\$ (3,638)	\$ 215,072	\$ 309,064	\$ 47,141
Auditing Fees	25,000	25,000	-	25,000	25,000	-
Management Fees	167,398	150,938	16,460	143,498	181,126	30,188
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	116,182	98,505	17,677	66,526	117,805	19,300
Office Expenses	113,917	87,097	26,820	114,989	99,036	11,939
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	23	-	-
Other	37	60,000	(59,963)	297	72,000	12,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	107	-	-
Other Utilities Expense	560	-	560	478	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	39,414	3,480	35,934	28,336	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	13,315	15,500	(2,185)	15,124	18,600	3,100
Workers Compensation	8,582	11,860	(3,278)	13,989	14,232	2,372
All Other Insurance	-	-	-	-	-	-
Other General Expenses	19,314	18,582	732	21,393	22,316	3,734
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,947,585	8,114,210	833,375	8,268,991	9,737,052	1,622,842
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,710,123</u>	<u>\$ 8,847,096</u>	<u>\$ 863,027</u>	<u>\$ 8,914,032</u>	<u>\$ 10,600,407</u>	<u>\$ 1,753,311</u>
Net Income (Loss)	<u>\$ (272,803)</u>	<u>\$ 26,934</u>	<u>\$ (299,737)</u>	<u>\$ (576,975)</u>	<u>\$ 48,429</u>	<u>\$ 21,495</u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for April 2019**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	16,448.87	504,316.44
1010-0000-112200 Accounts Receivable	1,540.85	1,660.30
1010-0000-112201 Allowance for Doubtful Accounts	(154.08)	(166.03)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(15,619.37)	(20,523.59)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	23,480.19
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	(8,217.83)
1010-3000-144000 Construction in Progress	-	43,422.50
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,469,122.26)
1010-1010-148100 Accumulated Depreciation-Build	-	(125,946.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(6,928.00)
1010-0000-150300 Deferred Outflow - MERS	-	17,763.00
<b>TOTAL ASSETS</b>	<b>(3,653.79)</b>	<b>3,987,113.50</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	388,980.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payable	-	29,708.00
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	2,019.00	35,963.30
1010-0000-211999 Tenant Refunds	1,061.00	8,771.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	711.82	28,734.18
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	-	376,122.17
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
<b>TOTAL LIABILITIES</b>	<b>3,791.82</b>	<b>1,015,704.00</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	815,922.65
1010-0000-282000 Income and Expense Clearing	(7,445.61)	(1,850,194.85)
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	-	1,591,532.63
<b>TOTAL EQUITY</b>	<b>(7,445.61)</b>	<b>2,971,409.50</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(3,653.79)</b>	<b>3,987,113.50</b>



**Lansing Housing Commission  
1020 Hildebrandt Park  
Balance Sheet for April 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	8,882.10	572,961.77
1020-0000-112200 Accounts Receivable	(1,693.43)	10,691.41
1020-0000-112201 Allowance for Doubtful Accounts	169.34	(1,069.14)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	(6,466.84)	(14,733.44)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	20,372.24
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	326,146.52
1020-0000-146000 Dwelling Structures	-	14,382,826.73
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	49,867.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,359,683.58)
1020-1020-148100 Accumulated Depreciation-Build	-	(160,804.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(60,900.00)
1020-0000-150300 Deferred Outflow - MERS	-	14,875.00
<b>TOTAL ASSETS</b>	<b>(4,201.89)</b>	<b>5,228,431.86</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	203,615.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payable	-	24,878.00
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	1,002.00	37,439.19
1020-0000-211999 Tenant Refunds	2.00	4,212.45
1020-0000-212000 Accrued Payroll	-	4,988.82
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	1,878.49	45,341.93
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	-	626,870.24
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
<b>TOTAL LIABILITIES</b>	<b>2,882.49</b>	<b>1,092,395.39</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(85,251.34)
1020-0000-282000 Income and Expense Clearing	(7,084.38)	(1,110,744.92)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
<b>TOTAL EQUITY</b>	<b>(7,084.38)</b>	<b>4,136,036.47</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(4,201.89)</b>	<b>5,228,431.86</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for April 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	(2,512.24)	693,766.39
1080-0000-112200 Accounts Receivable	(1,067.50)	9,817.33
1080-0000-112201 Allowance for Doubtful Accounts	106.75	(981.73)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	(14,927.35)	(9,075.86)
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	28,536.28
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	477,941.83
1080-0000-146000 Dwelling Structures	-	12,256,857.57
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,798,636.04)
1080-1080-148100 Accumulated Depreciation-Build	-	(130,795.00)
1080-0000-150300 Deferred Outflow - MERS	-	19,232.00
<b>TOTAL ASSETS</b>	<b>(25,534.41)</b>	<b>4,766,173.16</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	327,868.00
1080-0000-200300 Pension Liability	-	87,337.00
1080-0000-210000 Construction Costs Payabe	-	32,165.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	1,538.00	37,661.06
1080-0000-211999 Tenant Refunds	(1,602.00)	4,895.98
1080-0000-212000 Accrued Payroll	-	7,627.57
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	816.19	35,031.47
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	(254.93)	-
1080-0000-260600 Note Payable Non Curr - PNC	-	370,290.79
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
<b>TOTAL LIABILITIES</b>	<b>497.26</b>	<b>960,456.47</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	95,736.25
1080-0000-282000 Income and Expense Clearing	(26,031.67)	(1,337,132.22)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
<b>TOTAL EQUITY</b>	<b>(26,031.67)</b>	<b>3,805,716.69</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(25,534.41)</b>	<b>4,766,173.16</b>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for April 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(12,809.26)	517,779.73
1090-0000-112200 Accounts Receivable	1,106.99	14,364.62
1090-0000-112201 Allowance for Doubtful Accounts	(110.70)	(1,436.46)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(14,939.60)	(11,458.19)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	15,502.04
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	232,265.05
1090-0000-146000 Dwelling Structures	-	9,389,227.20
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,365,914.90)
1090-1090-148100 Accumulated Depreciation-Build	-	(29,817.00)
1090-0000-150300 Deferred Outflow - MERS	-	17,726.00
<b>TOTAL ASSETS</b>	<b>(30,628.08)</b>	<b>3,439,969.98</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	202,555.00
1090-0000-200300 Pension Liability	-	80,499.00
1090-0000-210000 Construction Costs Payabe	-	29,647.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	322.00	35,141.50
1090-0000-211999 Tenant Refunds	447.00	18,632.53
1090-0000-212000 Accrued Payroll	-	6,601.58
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	(165.10)	(2,037.69)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	-	85,199.73
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
<b>TOTAL LIABILITIES</b>	<b>603.90</b>	<b>524,133.46</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	97,912.44
1090-0000-282000 Income and Expense Clearing	(31,231.98)	(1,027,889.24)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
<b>TOTAL EQUITY</b>	<b>(31,231.98)</b>	<b>2,915,836.52</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(30,628.08)</b>	<b>3,439,969.98</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for April 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	125.15	71,423.03
5005-0000-111111 Chase Checking	(46,576.76)	977,794.58
5005-0000-112954 Accounts Receivables-Misc	251.30	1,292.05
5005-1010-115700 Intercompany	15,619.37	20,523.59
5005-1020-115700 Intercompany	6,466.84	14,733.44
5005-1080-115700 Intercompany	14,927.35	9,075.86
5005-1090-115700 Intercompany	14,939.60	11,458.19
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	8,857.79	5,967.71
5005-8002-115700 Intercompany	(5,875.38)	(15,098.20)
5005-8005-115700 Intercompany	505.15	4,198.81
5005-8010-115700 Intercompany	107.86	4,783.32
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(2,547.36)	7,801.12
5005-0000-121200 Prepaid - Other	1,200.00	1,200.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(976,947.26)
5005-0000-150102 Investment in OG	-	261,847.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
<b>TOTAL ASSETS</b>	<b>8,000.91</b>	<b>2,630,410.99</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	191,935.00
5005-0000-200300 Pension Liability	-	56,475.00
5005-0000-210000 Construction Costs Payabe	-	20,799.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	-	5,247.58
5005-0000-212000 Accrued Payroll	-	11,497.74
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	3,028.60
5005-0000-214000 Accrued Comp Absences - non curr	-	17,162.06
5005-0000-224000 Tenant Prepaid Rent	(120.00)	4,695.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,721.64)	(166,320.44)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
<b>TOTAL LIABILITIES</b>	<b>(4,841.64)</b>	<b>446,272.11</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	12,842.55	1,832,911.59
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>12,842.55</b>	<b>2,184,138.88</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>8,000.91</b>	<b>2,630,410.99</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for April 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	24,016.15	513,905.50
8002-0000-111111 Chase Checking	(35,268.31)	(4,098.07)
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	786.00	-
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(8,857.79)	(5,967.71)
8002-5005-115700 Intercompany	5,875.38	15,098.20
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	5,090.48
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	18,311.00
<b>TOTAL ASSETS</b>	<b>(14,721.19)</b>	<b>552,982.40</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	556,525.00
8001-0000-200300 Pension Liability	-	83,152.00
8001-0000-210000 Construction Costs Payabe	-	30,625.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	186.00	186.00
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,548.79
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
<b>TOTAL LIABILITIES</b>	<b>186.00</b>	<b>707,180.27</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	13,885.74	153,607.91
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	(28,792.93)	38,645,847.47
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	-
8004-8004-282000 Income and Expense Clearing	-	-
<b>TOTAL EQUITY</b>	<b>(14,907.19)</b>	<b>(154,197.87)</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(14,721.19)</b>	<b>552,982.40</b>





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

**May 21, 2019**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**April Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

The next FSS orientation will be held in May for all interested participants. The FSS Coordinator is currently reviewing 3 files which may be closed due to meeting their graduation requirements.

**HCV Orientations:**

LHC had one (1) orientation during the month of April 2019 and fifteen (15) vouchers issued.

One (1) VASH orientation was held for the month of April, and two (2) Vouchers were issued.

**Waiting List:**

100 applications were pulled with a due date of March 29, 2019. Approximately 50 applications were returned for processing. Files have been distributed for processing of eligibility. The first orientation for qualified applications will be on April 23, 2019.

**Department Initiatives:**

In the HCV Program there are currently 1,802 vouchers housed in all its programs. Fifty-five participants are with the Shelter Plus Care Program (S+C), 84 are housed under the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,520 are housed under the Housing Choice Voucher Program.





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

### Voucher Utilization

March Voucher Program Total Units	1,863
March Traditional HCV Utilization	1668
March % Utilized Units	92%

April Voucher Program Total Units	1,863
April Traditional HCV Utilization	1663
April % Utilized Units	92%

### Voucher Disbursement

HUD March HAP Disbursement	\$881,659
LHC March HAP/UAP Disbursement	\$884,048
% Voucher Funding Utilization	101%

HUD April HAP Disbursement	\$885,614
LHC April HAP/UAP Disbursement	\$887,159
% Voucher Funding Utilization	100%
HUD Held Reserves as of September 2018	\$897,936

### 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.

#### 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. LHC reviewed 18 rent reasonables for the fiscal year 2019. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.



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

#### 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 completed 18 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2019.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2019. 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 28. During this reporting period thirty (30) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out 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







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

indicates there were twenty three (23) 24-hour deficiencies and forty three (43) 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.

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 March 31, 2019, 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





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

### 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.

#### Inspections

PIC Scoring	Internal Scoring
10	10

### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 92%. 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







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

#### **Indicator 14-Family Self Sufficiency**

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 19 slots/households or (50%) 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 five (5) of 10 points.

#### **FSS Enrollment**

PIC Scoring	Internal Scoring
N/A	5

Currently 56% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of eight (5) points.

#### **Participants w/ Escrows**

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 03/31/2019





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

**May 21, 2019**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**April 2019 Asset Management Monthly Report**

**CONTACT PERSON:**

Doug Fleming  
Executive Director  
517-487-6550 Ext. 111

**OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 98% (not including the modernization units) at the end of April. LHC Unit Months Leased (UML) was 811 (with units in MOD) or 98% occupancy rate. LHC maintained a 98% occupancy level, which meets the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 96% at the end of April. There were eight (8) households moved in, two (2) residents moved out, and zero (0) unit transfers. The UML was 195 which equals 96%. At the end of April, Mt. Vernon had a total of (33) open work orders.

**Hildebrandt Park** occupancy was 99% at the end of April. There were three (3) households moved in, three (3) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of April, Hildebrandt had a total of 42 open work orders.

**LaRoy Froh** occupancy was 99% at the end of April. There was two (2) household moved in, three (3) residents moved out, two (2) unit transfers. The UML was 204





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

which equals 97%. At the end of April, LaRoy Froh had a total of 34 open work orders.

**South Washington Park occupancy** was 99% at the end of April. There were four (4) households moved in, one (1) resident moved out, and one (1) unit transfer. The UML was 195 which equals 99%. At the end of April, South Washington had a total of 69 open work orders.

#### 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	195	96%	8	2	0	0
Hildebrandt	220	217	99%	3	3	0	0
LaRoy Froh	213	204	97%	2	3	2	3
S. Washington	197	195	99%	4	1	1	0
<b>Totals</b>	<b>832</b>	<b>811</b>	<b>98%</b>	<b>17</b>	<b>9</b>	<b>3</b>	<b>3</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 36,057	\$ 38,603	\$ 2,546	107%
Hildebrandt	\$ 43,398	\$ 49,353	\$ 5,955	111%
LaRoy Froh	\$ 30,429	\$ 35,610	\$ 5,181	117%
S. Washington	\$ 32,486	\$ 34,494.01	\$ 2008.01	107%
<b>Totals</b>	<b>\$ 142,370</b>	<b>\$ 173,060.01</b>	<b>\$30,690.01</b>	<b>122%</b>







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

**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3230 N Waverly	3	1-10-19	99	5-15-19	\$4,100	MVP Transfer. LHC completing minor repairs. Awaiting approval for Plumbing repairs.
3842 Wilson	1	3-1-19	60	Ready	\$1,400	Move in 5-3-19
1717 Glenrose	3	2-22-19	66	6-1-19	TBA	First Contracting to complete rehab in addition to the kitchen and bathroom remodel
3508 N Waverly	4	3-21-19	22	5-15-19	\$3,000	Abraham Alvarez-Nodarse completing rehab.
1449 Comfort	3	4-1-19	29	5-15-19	\$4,160	S&S completing rehab. Unit offer accepted.
3866 Wilson	1	4-1-19	29	Ready	\$750	Finding applicant
4248 Glenburne	3	4-1-19	29	Ready	\$3,800	Unit offer sent.





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

### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3124-E Turner	5	3-6-19	39	4-3-19	\$350	Lease ready, applicant became ineligible for this bedroom size, processing new applicant.
103-3124-D Turner St.	2	3-4-19	56	5-7-19	\$1650	Painted and floors completed, waiting on carpentry.
103-1906 Hoyt	2	3-4-19	56	5-7-19	\$2900	One more week for floors and maintenance then ready for move in.







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

**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline 5/17/19 contract signed 5/10/19 demolition has started
111-908 W Miller	3	2-1-19	12		Pending	2-18-19 extensive damage done to unit. Unit has been painted and is pending san/poly of floors. Estimated completion 3-1. 4/5/19 pending concrete work for porch. Maintenance is completing scope of work. Estimated completion 4/19. 5/17/19 pending concrete work, unit was offered to internal transfer
111-2502 Reo	3	4/8/19	10			5/17/19 unit is completed and pending applicant orientation
111-2202 Reo	2	4/5/19	6			Leased up
111-1610 W Miller	3	4/3/19	8			Leased up





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

**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 312	1	4/11/19	19	5/17/19	In house turn	
112-3200 S Washington 115	1	4/8/19	22	5/1/19	In house turn	Had to wait on applicant





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

**May 21, 2019**  
**Executive Director's Report**

**Activities**

**Capital Projects**

- Security Cameras
- Kitchen/Bath
- Elevator
- MVP basketball court
- Landscaping – All Locations
- Asphalt repairs – All Locations
- Federal Labor Standards Compliance/Compliance Officer

**Staff Changes**

- Maintenance opening – LRF
- Finance director update

**RAD Activities**

1. Disposal of Scattered Sites
2. RAD application submission
  - Resident meetings
  - Resident Information Notices (RIN)
3. Development team
4. Develop timelines/responsibilities
5. HUD repositioning meeting
6. City of Lansing meeting June 19<sup>th</sup> with Brian McGrain

**Other Activities**

- Site visits to LHC properties
- AP processing revisions/improvements
- Budget development 2019
- COL summer program
- Unemployment hearing
- COL Award – Ending Veteran Homelessness
- Paychex Consulting
- Technology Updates (Computers, Servers, Elite, Happy)





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

**LHC Board  
Sign-In Sheet  
Date of Meeting: May 21, 2019**

Name	Organization	Phone #	E-mail	Speaking Y/N
Andrea B	LIPH	517 372-7145	ANDREA.B@ lanshc.org	
Marcel Jackson	LIPH	517-574-8427	marceljackson@lanshc.org	
Marcus Hardy	LIPH	517-393-8464	marcush@lanshc.org	
Steve Raiche	COCC		stevr@lanshc.org	
Kim Shirey	HCU		Kims@lanshc.org	
Marshall Brice	LIPH	517-393-4290	marshall.b@ lanshc.org	
Dove Fleming	COCC			

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



"Equal Housing Opportunity"



Lansing Housing Commission Annual Plan and Public Hearing Meeting

Lansing Housing Commission Board Meeting May 21, 2019

Sign-In Sheet

Page 1 of 1