



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

Lansing Housing Commission
December 21, 2016

Call to Order

1. Roll Call.
2. Approval of Minutes of November 22, 2016

Action Items:

Resolution 1259-Approval of Workplace Misconduct Policy - Edward Forrest
Resolution 1260-Approval of FOIA Policy – Patricia Baines-Lake
Resolution 1261-Approval of Credit Card Policy – Patricia Baines-Lake

3. Informational Items.

- | | |
|--|----------------------|
| a. Finance Report Sept 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 |
| d. Executive Director Search Update | Tony Baltimore |


4. Executive Director's Comments

5. President's Comments.

6. Public Comment – limit 3 minutes per person.

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



"Equal Housing Opportunity" 

Lansing Housing Commission Board Meeting

December 21, 2016

Agenda

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7. Other Business.

8. Adjournment.





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Minutes of the November 22, 2016 Lansing Housing Commission Meeting

Commissioner Baltimore called the meeting to order promptly at 5:38 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Joyce, Deschaine were present. Commissioner Solis participated via telephone.

GUESTS: Dickey May, Financial Consultant via telephone

STAFF:

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Andrea Bailey
Kim Gillespie	Edward Forrest
Marcus Hardy	Marvin Ellis

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve the minutes of the October 26, 2016 Board Meeting. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve resolution 1256 - Approval of Housing Choice Voucher De-Concentration Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1257 - Approval of Capitalization Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1258 - Approval of Social Security Confidentiality Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report -Dickey May, Finance Consultant indicated the finance reports were thoroughly reviewed during the finance committee meeting. There were no





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unusual changes in the financial positions of the AMPS.

- B. Housing Choice Voucher Report - Kim Shirey indicated approximately 60 households were out seeking units. LHC is seeking to increase the number of households assisted by the HCV program to the maximum amount supported by existing subsidies.
- C. Asset Management Report - Occupancy updates were provided for each site identified below. Every AMP except South Washington achieved at least 96% occupancy at each site. South Washington's lease up efforts continue to be affected by evictions.
 - I. Mt. Vernon AMP 104
 - II. Hildebrandt AMP 103
 - III. LaRoy Froh AMP 111
 - IV. South Washington AMP 112
- D. Recovery Agreement Update - The report is attached. The goal with the report provided is detail the accomplishments to date and to request closure on several items.

Executive Director's Comments: The Executive Director discussed a meeting with Ira Thompson, a member of the Detroit Field Office HUD staff, regarding the outstanding OIG findings. The meeting concluded with a recommendation to tentatively close a number of the findings. More information will be forthcoming next month.

President's Comments: President Baltimore provided an update on the status of the Executive Director Search.

Public Comments: No members of the public were present.

There being no other business, Commissioner Baltimore adjourned the meeting at 7:00 p. m.





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December 21, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of LHC's Updated Workplace Misconduct Policy- Resolution No. 1259

RECOMMENDATION:

Staff recommends adoption of Resolution No.1259, which amends and updates LHC's Workplace Misconduct Policy

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This resolution updates LHC's existing workplace misconduct policy and implements an employee workplace misconduct notice for non-represented employees.

BACKGROUND:

Resolution number 1081 was adopted by the board as LHC's Workplace Misconduct Policy on November 1, 2009. There are no proposed revisions contained in this update to the Policy.

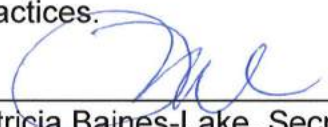
FINANCIAL CONSIDERATION:

There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for LHC. The addition of the Workplace Misconduct employee notice will provide a vehicle for documentation, clear direction and expectations of employees in the workplace. As such, adopting the workplace misconduct policy fulfills the Board's oversight responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted, 

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





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Resolution No. 1259

Adopted By the Lansing Housing Commission

December 21, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Workplace Misconduct Policy.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1259
Date Adopted 12/21/2016





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**Lansing Housing Commission
Policy No. 2009-06
Workplace Misconduct Policy**

WORKPLACE MISCONDUCT POLICY

A. Policy

LHC promotes and supports the individual human dignity of all its employees. It is the intent of the LHC to provide a work environment free from workplace misconduct. All employees are expected to be sensitive to and respectful of their co-workers and others with whom they come into contact while representing the LHC.

B. Workplace Misconduct:

Workplace misconduct, which does not meet the definition of discriminatory harassment as described in Policy No. 2009-05, is inappropriate or offensive conduct and is unwelcome, unsolicited and disrespectful of the individual. Workplace misconduct is prohibited by the LHC. Examples of workplace misconduct would be joking, teasing, spreading rumors, yelling, cursing, threatening, or conduct which has not become pervasive or egregious enough to meet the legal definition of discriminatory harassment.

LHC strongly urges employees to use the workplace misconduct reporting procedure to report all incidents of workplace misconduct as soon as possible.

C. Retaliation Prohibited

The LHC will not tolerate any retaliation against any employee for making a complaint, bringing inappropriate conduct to the LHC's attention, or for participating in an investigation of an alleged act of harassment. Employees who believe they have been the victim of prohibited

D. Complaint Reporting and Investigation

The LHC takes matters of workplace misconduct very seriously and is committed to diligently enforcing this policy by promptly and impartially investigating all complaints. When workplace misconduct is discovered, LHC shall take appropriate disciplinary action, up to and including termination. Any employee who believes that workplace misconduct has occurred should immediately report the incident to his/her Supervisor. If the Supervisor is the alleged wrongdoer, the complaint shall be made to Human Resources. Absolute confidentiality cannot be guaranteed.

However, every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit.

The investigation shall be conducted by the Human Resource Office or designee.

Any supervisor or manager who learns of or receives a complaint of workplace misconduct shall report it to the Human Resources office. The Supervisor, upon being informed about a workplace misconduct complaint, shall take immediate and appropriate action to ensure any inappropriate behavior is not repeated during the investigation and that no retaliation occurs.

An employee found to have knowingly or recklessly reported a false complaint of workplace misconduct or provided false information regarding a complaint may be subject to disciplinary action up to and including termination.



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**Lansing Housing Commission
Policy No. 2009-06
Employee Misconduct Notice**

Date of Incident: _____ Person(s) involved: _____
Location/Address: _____
Time Incident Started: _____ Time incident Ended _____

This report is to be submitted as soon as possible after the misconduct.

Explain the nature of the alleged misconduct: (such as; violation of policy, work safety practices or alcohol/drug use on company premises)

Details of the alleged misconduct:

Employee Statement:

Corrective Measures:

Necessary Next Steps:

Print name of Involved Employee

Signature

Printed name of person submitting report

Signature

Contact Number

Today's Date

*****Office Use Only*****

Received: (this is to be submitted within 24 hours of the incident)

Management Staff Signature

Date

Director of Asset Manager

Date

Deputy Director/HR Director

Date

Supporting Documents included:



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December 21, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of LHC's Updated Freedom of Information Act (FOIA) Policy- Resolution No. 1260

RECOMMENDATION:

Staff recommends adoption of the attached Resolution No.1260, which amends Policy No. 2010-04, Lansing Housing Commission's ("LHC") Freedom of Information Act ("FOIA") Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This policy updates LHC's FOIA policy to comply with the current laws governing the handling of FOIA requests.

BACKGROUND:

The Michigan Legislature enacted Public Act 442 of 1976 MCL 15.231, et seq, as amended, known as the Freedom of Information Act ("FOIA"), which declared that "all persons (as defined in the FOIA) are entitled to the full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, so that the people may fully participate in the democratic process."



Adoption of this amended policy will ensure LHC has guidance on how to comply with changes in the law since 2010 thru 2016. Attached for your information are copies of all of the implementing procedures, forms and instructions.

FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of this updated policy reflects the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted, _____


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





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


Resolution No. 1260

Adopted By the Lansing Housing Commission

December 21, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Freedom of Information Act (FOIA) Policy.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1260
Date Adopted 12/21/2016





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

**Lansing Housing Commission
Policy 2010-4
Michigan Freedom of Information Act Policy**

Purpose:

This Policy is established to comply with the Michigan Freedom of Information Act ("FOIA"). Public Act 442 of 1976, MCL 15.231, et seq.

Overview:

All persons, except those incarcerated, consistent with the Michigan Freedom of Information Act ("FOIA") are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they may fully participate in the democratic process.

LHC shall comply with the State law in all respects and respond to FOIA requests in a fair and even-handed manner regardless of who makes such a request.

LHC acknowledges it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. It further acknowledges it is sometimes necessary to invoke the exemptions identified under FOIA to ensure the effective operation of government and to protect the privacy of individuals. LHC will protect the public's interest in disclosure, while balancing its obligation to withhold or redact portions of certain records.

LHC has established written procedures and guidelines to implement the FOIA and will create a summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to LHC. This also explains LHC's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary shall be written in a manner so as to be easily understood by the general public.

LHC, acting pursuant to the authority at MCL 15.236, designated the Executive Director as the FOIA Coordinator. He or she is authorized to designate other LHC staff to act on his or her behalf to accept, and process written requests for LHC's public records and approve denials.

If a request for a public record is received by a fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a LHC spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note, in the FOIA log, both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

LHC will make Procedures and Guidelines available without charge. A copy of this Policy and all Procedures and Guidelines must be publicly available by providing free copies both in LHC's response to a written request and upon request by visitors at LHC's main office.

Fees

Fees shall be charged in compliance with FOIA. LHC's FOIA procedures will specify the rates to be charged and the deposit/payment protocol. The Finance Division shall review and publish rates annually.

Reporting

In February of each year commencing in 2018, LHC shall submit an annual report (covering the most recent calendar year) to the Board of Commissioners of all FOIA requests received, fees received and costs incurred.



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MICHIGAN FREEDOM OF INFORMATION ACT Written Public Summary of Procedures and Guidelines

Consistent with the Michigan Freedom of Information Act ("FOIA"), Public Act 442 of 1976, MCL 15.231, et seq., the following is the Written Public Summary of the Lansing Housing Commission's ("LHC") Freedom of Information Act ("FOIA") Procedures and Guidelines relevant to the general public.

This is only a summary of LHC's FOIA Procedures and Guidelines. For more details and information, copies of LHC's FOIA Procedures and Guidelines are available at no charge at LHC's main office at 419 Cherry, Lansing, Michigan 48933, and on LHC's website: www.lanshc.org.

LHC's FOIA Coordinator is LHC's Executive Director. Send FOIA requests and FOIA related inquiries and correspondence to:

FOIA Coordinator
419 Cherry
Lansing, Michigan 48933
FAX: (517) 487-6977
email: FOIA@lanshc.org

1. How to submit a FOIA request to LHC.

- A request must sufficiently describe a public record so as to enable LHC to find it.
- Include the words "FOIA" or "FOIA Request" in the request to assist LHC in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by LHC may be submitted on LHC's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by LHC on LHC's FOIA Request Form.
 - No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on LHC's website at www.LHCmi.org and at LHC's main office at 419 Cherry, Lansing, Michigan 48933.
- Written requests may be delivered to LHC in person or by mail:

Executive Director, FOIA Coordinator
419 Cherry
Lansing, Michigan 48933

- Requests may be faxed to LHC's FOIA Coordinator at: (517) 487-6550. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to LHC's FOIA Coordinator at: FOIA@lanshc.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can be expected to a request.

- Within 5 business days after receiving a FOIA request the FOIA Coordinator will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The FOIA Coordinator will respond to a request in one of the following ways:
 - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying the request in part,
 - Issue a notice indicating that due to the nature of the request LHC needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on LHC's website.
- If the request is granted, or granted in part, the FOIA Coordinator will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if the requestor has not paid for a previously granted request, the FOIA Coordinator will require a deposit before processing the request.

3. What are LHC's deposit requirements?

- If LHC has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the FOIA Coordinator will require that the requestor provide a deposit in the amount of 50% of the total estimated fee. When the FOIA Coordinator requests the deposit, s/he will provide a non-binding best efforts estimate of how long it will take to process the request after the deposit has been paid.
- If LHC receives a request from a person who has not paid LHC for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before a search for the public record begins for any subsequent written request when all of the following conditions exist:

- The final fee for the prior written request was not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in LHC's possession;
- The public records were made available to the individual, subject to payment, within the best effort time frame estimated by LHC to provide the records;
- Ninety (90) days have passed since LHC notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to LHC; and
- LHC has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- LHC will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to LHC;
 - LHC is subsequently paid in full for all applicable prior written requests;
 - Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to LHC; or
 - The final fee for the prior written request was not more than 105% of the estimated fee.

4. How does LHC calculate FOIA fees?

FOIA permits LHC to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to LHC.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to LHC.
- The cost of copying or duplicating, not including labor, of paper copies of public records. This may include the cost for copies of records already on LHC's website if the requestor asks LHC to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requestor asks for records in non-paper physical media. This may include the cost for copies of records already on LHC's website if the requestor asks LHC to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid LHC employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- LHC may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at an hourly rate up to \$48.90 (6 times the state minimum hourly wage).

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to LHC. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to LHC's usual FOIA requests, because of the nature of the request in the particular instance. LHC must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

LHC must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if LHC has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.

- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- LHC may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless approved by the requestor.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public.

Current Charges for Paper and Other Media

Paper Copies	
8 1/2x11	10¢ per sheet
8 1/2x14	10¢ per sheet
8 1/2x17	10¢ per sheet
Other Paper Sizes	Varies depending on actual cost of the paper
Compact Disc or DVD	\$1.00 each
Photographs, videotapes, maps, plans, blueprints, microfilm and other media	Actual cost of duplication/publication incurred by LHC, including postage
Other media provided by LHC	Varies depending on actual cost of the media

5. How to qualify for an indigence discount on the fee.

LHC will discount the first \$20.00 of fees for a request if an affidavit is submitted stating that the requestor is:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

A requestor is **not** eligible to receive the \$20.00 discount if the requestor:

- Has previously received discounted copies of public records from LHC twice during the calendar year; or
- Is requesting information on behalf of other persons who are offering or providing payment to the requestor to make the request.

An affidavit is a sworn statement. For your convenience, LHC has provided an Affidavit of Indigence for the Waiver of FOIA Fees on the back of the LHC FOIA Request Form, which is available on LHC's website: www.LHCmi.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the State to carry out activities under Subtitle C of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in FOIA:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the State, if requested by LHC.

7. How may the denial of a public record or an excessive fee be challenged?

Appeal of a Denial of a Public Record

If a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, the requestor may appeal to LHC's Executive Director by filing a written appeal of the denial with the FOIA Coordinator. If the appeal is not filed within 45 days of issuance of the FOIA Coordinator's denial of the request, the determination of the FOIA Coordinator will be LHC's final determination to deny the request.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons the requestor is seeking a reversal of the denial. The requestor may use LHC's Appeal of a FOIA Denial of Records Form, which is available on LHC's website: www.LHCmi.org.

Within 10 business days of receiving the appeal LHC's Executive Director will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and upholding the disclosure denial in part.

Whether or not the requestor submitted an appeal of a denial to LHC's Executive Director, the requestor may file a civil action in Wayne County Circuit Court within 180

days after LHC's final determination to deny a request. If the requestor prevails in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the person or LHC prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that LHC has arbitrarily and capriciously violated FOIA by refusal or delay in disclosing or providing copies of a public record, the court shall order LHC to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record.

Appeal of an Excessive FOIA Fee

If the requestor believes that the fee charged by LHC to process a FOIA request exceeds the amount permitted by FOIA, the requestor must first appeal to LHC's Executive Director by filing a written appeal for a fee reduction with the FOIA Coordinator within 45 days of issuance of the FOIA Coordinator's denial of the request.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The requestor may use LHC's Appeal of Excess FOIA Fee Form which is available at LHC's main office at 419 Cherry, Lansing, Michigan 48933 and on LHC's website: www.lanshc.org.

Within 10 business days after receiving the appeal, LHC's Executive Director will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which LHC's Executive Director will respond to the written appeal.

Within 45 days after receiving notice of LHC Executive Director's determination of the processing fee appeal, the requestor may commence a civil action in Ingham County Circuit Court for a fee reduction. If the requestor prevails in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or an appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that LHC acted arbitrarily and capriciously by charging an excessive fee, the court may also award the requestor punitive damages in the amount of \$500.



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MICHIGAN FREEDOM OF INFORMATION ACT

INTERNAL PROCESS

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MICHIGAN FREEDOM OF INFORMATION ACT

INTERNAL PROCESS

1. Introduction

By enactment of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"), the Michigan Legislature declared the public policy that "all persons (as defined in the FOIA) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, so that the people may fully participate in the democratic process." These internal Processes are designed to comply with the FOIA's purpose and intent, in spirit and in fact and to provide guidance to the staff responsible for providing FOIA response documentation.

2. Definitions

The applicable definitions under this FOIA Process are:

- A. "Executive Director" means the Executive Director of the Lansing Housing Commission.**
- B. "Executive Deputy Director" means the Executive Deputy Director of the Lansing Housing Commission.**
- C. "LHC" means the Lansing Housing Commission.**
- D. "LHC Department" means a department of LHC.**
- E. "FOIA Coordinator" means LHC Executive Director or her designee(s).**
- F. "Person" means an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.**
- G. "Process" means these FOIA Processes.**

Lansing Housing Commission
Michigan Freedom of Information Act (FOIA) Internal Process
FOIA SOP-Attachment 2
Effective 12-21-16

H. "Public body" means:

- 1) LHC or a board, Department, commission, council, or agency of LHC.**
- 2) Any other body which is created by LHC authority or which is primarily funded by or through LHC authority.**

I. "Public record" means a writing, prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

- 1) The act separates public records into two classes:**
 - (a) those which are exempt from disclosure, and**
 - (b) all others, which shall be subject to disclosure under the FOIA.**

J. "Requester" means the person who submits a FOIA request.

M. "Unusual circumstances" means any one or a combination of the following, but only to the extent necessary for the proper processing of a request:

- 1) The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request.**
- 2) The need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.**

N. "Writing" means handwriting, typewriting, printing, photo-stating, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, photographic films or prints, microfilm, microfiche, or other means of recording or retaining meaningful content.

O. "Written Request" means a writing that asks for information, and includes a writing transmitted by facsimile, electronic mail, or other electronic means.

3. Generally

A. A LHC Department, as custodian of a public record must, upon receiving a written request from a person, which sufficiently describes a public record, grant that person the right to inspect, copy or receive copies of public records, unless those records are exempt from disclosure. The creation of compilations, summaries or reports of information is NOT required. Renewable subscriptions may be ordered every six (6) months.

B. Facilities must be made available to inspect records during business hours. Since LHC is required by the FOIA and other laws to protect public records from loss, alteration, mutilation or destruction, reasonable rules necessary to protect public records and to prevent excessive and unreasonable interference with its functions have been established by LHC.

4. Processes Regarding Requests

A. Under the FOIA, the FOIA Coordinator is responsible for accepting and processing FOIA requests. Any other LHC employee who receives a FOIA request shall, within one (1) business day, transmit a copy of the request to the FOIA Coordinator by facsimile. The request is to be faxed to: (517) 487-6550. The FAX cover sheet is to include (1) the name of the LHC employee faxing the request, (2) the words "FOIA Request" or "Request for Information", (3) the date the request was received, (4) who received the FOIA request and (5) the Requester's name. If the date of receipt is unknown, that fact is to be stated.

The FOIA Coordinator shall not respond to a request from the media, except to provide an extension letter, without direction from the Executive Director.

B. The FOIA Coordinator shall develop and utilize forms and form letters to respond to FOIA requests.

C. Within five (5) business days after a request for inspection or a copy of a public record is received, the FOIA Coordinator must: 1) grant the request; 2) deny the request, in writing; 3) grant the request in part and deny the request in part, in writing; or 4) extend the period of response, in writing, by ten (10) business days.

NOTE: A written request made by facsimile, electronic mail, or other electronic transmission is not considered received until one (1) business day after the electronic transmission is made.

D. Denials of requests must: 1) be in writing; 2) state the legal basis for nondisclosure, or certify that the requested document does not exist, and/or that certain exempt material has been deleted; 3) state that the Requester has the right to: (a) seek an appeal of the denial, which states the word "appeal" and the reason or reasons for reversal of the denial, to the Executive Director; or, (b) to seek judicial review of the denial, together with any Court ordered attorney fees and money damages; and, 4) be approved by the FOIA Coordinator or his/her designee.

E. FOIA Coordinator shall keep a record of all efforts made to locate a record if a request is denied due to the nonexistence of that record. See Attachment 1 to this document for the form to use to record efforts to locate records.

F. The FOIA Coordinator shall keep a record of all time spent searching for and copying requested records. The FOIA Officer or the FOIA Coordinator shall keep a record of all time spent reviewing, deleting and copying records. Records from all involved Departments shall reflect who did the work, the date and time the work was started and completed and the time spent on each task, and the total time spent on the request. See Attachment 2 to this document for an example of a time record.

G. When deleting exempt from nonexempt information, the following Process is to be used:

- 1) Make a copy of the documents (Copy 1).**
- 2) Make the deletions on, Copy 1.**
- 3) After the deletions are made, make a copy (Copy 2) of Copy 1.**
- 4) Submit Copy 2 to the Requester and retain Copy 1 for the FOIA file.**

This Process is necessary to prevent the deleted material from being read through the black ink of the magic marker. There is no "read through" problem on Copy 2 as there may be on Copy 1.

H. FOIA Coordinator shall keep a copy of all FOIA requests, responses and records disclosed for a period of one (1) year from the date of the response to the request. At the end of the one (1) year period, the FOIA Officer shall contact the FOIA Coordinator to determine whether the records may be destroyed.

5. Fees

A. If an existing act or statute permits the sale of public records or specifies a fee for such sales, the public shall be so charged.

B. If the fee for a public record is not specified, the Requester may be charged a fee for a public record search, the necessary copying of a public record for inspection or for providing a copy of a public record. The fee shall be the actual mailing costs and actual incremental cost of duplication or publication, including labor, the cost of search, examination, review and deletion and separation of exempt from nonexempt information. The maximum charge for labor, however, cannot exceed the hourly wage of the lowest paid LHC employee capable of retrieving the information necessary to comply with the request. The most economical means available shall be used for providing copies.

- C. The FOIA Coordinator, may agree to search for a public record or provide copies of public records without charge or at a reduced rate where it is determined that the search for a public record or the providing of copies of a public record without charge or at a reduced rate would primarily benefit the general public.**
- D. The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit:**
- **Stating that the individual is indigent and receiving specific public assistance, OR**
 - **Stating facts demonstrating an inability to pay because of indigence If not receiving public assistance**

A person is not eligible to receive the waiver if:

- **The requestor has previously received discounted copies of public records from LHC twice during the calendar year; OR**
- **The requestor requests information in connection with other persons who are offering or providing payment to make the request.**

An affidavit is a sworn statement. The FOIA Coordinator may make a FOIA Affidavit of Indigence Form available for use by the public.

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- **A nonprofit organization formally designated by the state to carry out activities under Subtitle C of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request meets all of the following requirements:**
- **Is made directly on behalf of the organization or its clients.**
 - **Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.**
 - **Is accompanied by documentation of its designation by the state.**

E. Where the fee can reasonably be expected to exceed \$50.00, a deposit of not more than one-half of the total estimated fee may be required.

F. In establishing fees, all Requesters shall be treated equally.

G. The FOIA Coordinator, will on a quarterly basis, starting January 1, 2017, determine the cost of 8 1/2x 11 and 8 1/2x14 sheets of paper. LHC can only charge for the actual cost of paper of this size not to exceed 10¢ per sheet.

E. Labor charges shall be determined as follows:

The FOIA Coordinator shall obtain the hourly rate (including fringe benefits) for him/herself and the staff who perform FOIA work, from the Finance Department on July 1 of each year. That hourly rate is to be used for calculating FOIA costs through June 30 of the following year.

Refer to **Attachment 3** to this document for an example of how fees are to be calculated.

6. Partial Disclosure and Deletion

Where a public record contains both exempt and nonexempt material (see Section 7 below) the exempt material must be deleted. The remainder of the record shall be made available for examination or copying. If the deletion is readily apparent, a general description of the exempt material must be given, unless to do so would reveal the contents of the exempt material. (See Section 4G to view the Processes to be used in deleting information).

7. Exempt Material

The following records are not required to be disclosed:

A. Information of a personal nature:

individual's private information which if disclosed would constitute a clearly unwarranted invasion of an individual's privacy.

B. Law enforcement information such as:

1) Investigation records, to the extent that disclosure would interfere with law enforcement proceedings; deprive a person of the right to a fair trial or impartial administrative adjudication; constitute an unwarranted invasion of personal privacy; disclose the identity of a confidential source or confidential information; disclose law enforcement investigative techniques; or endanger the life or physical safety of law enforcement personnel; and,

2) Public Safety:

Communication codes or plans for deployment of law enforcement personnel, which, if disclosed, would prejudice any public body's ability to protect the public safety.

C. Records Exempted by Other Statutes:

Records or information specifically described and exempted from disclosure by statute or applicable state or federal regulation.

D. Records of Other Public Bodies:

A public record or information furnished by a public body originally compiling, preparing, or receiving the record or information to LHC or a LHC Department in connection with the performance of the duties of LHC, LHC Department, or its officers, if the considerations originally giving rise to the exempt nature of the public record remain applicable.

E. Trade Secrets or Commercial or Financial Information:

Records voluntarily provided to a LHC Department for use in developing governmental policies, if confidentiality has been promised and authorized by the Executive Director at the time the promise is made.

- 1) The exemption does not apply to information submitted as required by law or as a condition of receiving a governmental contract, license, or other benefit.
- 2) A description of the information must be recorded within a reasonable time after it has been submitted, maintained in a central place within the public body, and made available upon request.

F. Certain Privileged Communications:

- 1) Information subject to the attorney client privilege.
- 2) Information subject to the physician patient, psychologist patient, minister, priest or Christian Science practitioner privilege or other privilege recognized by statute or court rule.
- 3) Medical or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by disclosure of those facts or evaluations.

G. Bids

- 1) Bids or proposals by a person to enter into a contract (until the time for the public opening of bids, or, if a public opening is not conducted, until the time for the receipt of bids has expired); and,
- 2) Testing data developed by a LHC Department in determining whether bidders products meet the specifications for purchase of those products by LHC, if disclosure of the data would reveal only one bidder had met the specifications. The exemption expires one (1) year from the time the testing is complete.

H. Appraisals of Real Property:

To be acquired by LHC until an agreement is entered into or when three (3) years have elapsed since the making of the appraisal unless litigation relative to the acquisition has not yet terminated.

I. Test Information:

Test questions and answers, scoring keys and other examination instruments used to administer a license, public employment or academic examinations.

J. Deliberative Process Communications:

Communications and notes within or between public bodies which are advisory in nature and to the extent that they deal with other than purely factual matters and are preliminary to a final agency determination or action, (it must be shown that the public interest in encouraging frank communication between officials and employees clearly outweighs the public interest in disclosure). Includes a determination relative to collective bargaining unless the records are required to be produced under other applicable law.

K. Medical Information:

Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.

L. Security Records:

Records of LHC's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security Processes, to the extent that the records relate to the ongoing security of LHC.

M. Civil Litigation:

Records or information relating to a civil action in which the Requester and LHC are parties.

N. Social Security Numbers:

Information or records which disclose the social security number of any individual.

See the FOIA for additional or more specific information on exemptions.

8. Effect of a Denial

A. A denial occurs when LHC denies a request, in writing, in whole or part, or fails to respond to a request.

B. If a request is denied, a lawsuit may be started in Wayne County Circuit Court to compel disclosure. The burden will be on LHC to establish that it properly denied the request. If the Court determines that the public record is not exempt from disclosure, it will order that the public record be produced. If the Requester prevails, the Court will also award reasonable attorneys' fees, costs and

disbursements. If the Requester or LHC prevails in part, the Court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements to the Requester. If the Court finds LHC has arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing the public record, the Court must, in addition to actual damages, award punitive damages in the sum of \$1,000.00 to the Requester. (See also Sections 4 and 10 regarding denials of requests.)

9. Appeals of Denials

A. The Executive Director is responsible for deciding appeals.

B. Once a request has been denied, the Requester may file a written appeal to the Executive Director which specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

C. Within ten (10) calendar days after receiving an appeal, the Executive Director or designee shall do one (1) of the following:

1) Reverse the denial.

2) Issue a written notice to the Requester upholding the denial.

3) Reverse the denial in part and issue a written notice to the Requester upholding the denial in part.

4) Under unusual circumstances, issue a notice extending, for not more than ten (10) business days, the period during which the Executive Director or her designee shall respond to the appeal. The Executive Director or her designee shall not issue more than one (1) notice of extension for a particular appeal.

D. If the Executive Director or designee fails to respond to an appeal or upholds all or a portion of the denial, the Requester may seek judicial review of the denial within 180 days.

10. Denial of Request for Public Record

A. The FOOIA Coordinator or her designee(s) has the authority to approve the denial of FOIA requests directed to LHC or any LHC Department.

B. After the FOIA Coordinator approves the denial of a request, the original shall be mailed to the Requester and copies of the denial forwarded to the FOIA Officer.

C. When a request is denied based upon the nonexistence of the requested record(s), the FOIA Officer shall submit, by FAX, a signed Certification of Nonexistence to the FOIA Coordinator before the FOIA Coordinator approves the

denial of the request. See **Attachment 4**, Certificate of Non-Existence of Public Record(s), which is to be used for this purpose.

11. Personnel Records, Employee Medical Records and Requests from Labor Unions and Employees

In responding to all requests for personnel records or employee medical records, the FOIA Coordinator shall consult with the Director of Human Resources. For the purposes of these Processes, personnel records include, in addition to the documents in an employee's personnel file, all documents related to wages and terms and conditions of employment. The Human Resources Director shall also be consulted on all requests by labor unions or employees who are members of labor unions. Such requests may ask for the documents under the Public Employees Relations Act ("PERA") and/or the FOIA. The goal is to ensure consistent compliance with LHC's statutory obligation to provide information to labor unions and employees for contract administration and grievance purposes.

ATTACHMENT 1

DOCUMENTATION OF EFFORTS TO LOCATE RECORDS

Use to Keep Track of Efforts Made to Locate Records Which Could Not Be Located

Requester Name: _____

Date Request Received: _____

ATTACH REQUEST TO THIS FORM.

On _____, 20____, _____, engaged in the following
(Employee's Name)

**activities to locate the records requested: (Be specific regarding dates, times,
employees and activities)**

_____ spent _____ hours engaged in the above activities.
(Employee's Name)

Form completed by _____,

FOIA Coordinator on _____, 20____.

Signed: _____, FOIA Coordinator

ATTACHMENT 2

TIME RECORD

Use this form to record the time employees spend on a FOIA request.

EMPLOYEE MUST SIGN HIS/HER NAME. _____

Record Search

Date	Employee	Time Started	Time Stopped	Total Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Record Review

Date	Employee	Time Started	Time Stopped	Total Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Record Deletion

Date	Employee	Time Started	Time Stopped	Total Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Record Duplication

Date	Employee	Time Started	Time Stopped	Total Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Number of Pages Copied _____

Verified and signed by: _____, _____ on _____, 20____
(Title)

ATTACHMENT 3 SUPPLEMENT

EXAMPLE OF HOW FEES ARE TO BE CALCULATED:

ASSUME:

Jane Doe requests a copy of LHC budgets for 1975_1985. These records have been archived and are located in storage on microfiche. It is estimated it will take 6 hours to locate the records and another 4 hours to copy them. The hourly rate of the lowest paid employee capable of retrieving the records in the Finance Department is \$16.25.

ACTION:

1 . Calculate total estimated costs to comply

$$10 \text{ hrs.} \times \$16.25 = \$162.50$$

Since the estimated costs exceed \$50.00, the requester is sent the letter which is Exhibit C requesting deposit of ½ of the estimated fee, i.e., \$81.25.

2. Upon receipt of the deposit, the search for and duplication of the records begins. It is ultimately determined that the total time for search and duplication was 8.5 hours rather than 10 hours. The balance due from the requester is calculated as follows:

$$8.5 \text{ hrs.} \times \$16.25 = \$138.16 \text{ _ } \$81.25 = \$56.88$$

The letter which is Exhibit F is sent requesting the balance due.
Upon receipt of balance due, the records are sent.

ATTACHMENT 4

LANSING HOUSING COMMISSION

419 Cherry Street
Lansing, Michigan 48933

FOIACoordinator@lanshc.org

FAX: 517-487-6997

CERTIFICATE OF NON-EXISTENCE OF PUBLIC RECORD(S)

This document **MUST** be completed and submitted to the FOIA Coordinator if the requested record(s) cannot be located.

Date of Request: _____

Requester Name: _____

Subject of Request: _____

I have conducted a diligent search for ____ specify record(s) _____ as requested and I certify that the record does not exist or that I have been unable to locate the record under the name specified.

Printed Name and Title

Signature

Date: _____

EXHIBIT A
DENIAL DUE TO NON-EXISTENCE OF REQUESTED RECORDS

Date Name
Address
City, State Zip

Re: Freedom of Information Act Request of (Date) Dear

(insert Surname):

The above request has been received and reviewed. After a diligent search for the requested records, it has been determined that the records do not exist. See the attached Certificate of Non-Existence of Public Record(s). Therefore, your request is denied,

If you can provide more specific information, your request will be reviewed to determine whether the desired records exist.

You have the right to do either of the following:

1) Submit a written appeal to the Lansing Housing Commission's ("LHC") Executive Director, which specifically states the word "appeal" and states the reason or reasons the denial should be reversed.

OR

2) Commence an action in the Circuit Court to compel disclosure. Should you prevail, you will be entitled to have reasonable attorneys' fees, costs and disbursements assessed against LHC by the court. If you or LHC prevails in part, the Court may, in its discretion, award you all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the Court determines that LHC has been arbitrary and capricious in its denial, you will be entitled to, in addition to actual damages, punitive damages in the amount of \$1,000.00.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

Lansing Housing Commission
Michigan Freedom of Information Act (FOIA) Internal Process
FOIA SOP-Attachment-2
Effective 12-21-16

EXHIBIT B

DENIAL FOR INSUFFICIENT DESCRIPTION OF THE RECORD REQUESTED

Date Name

Address

City, State and Zip

Re: Freedom of Information Act Request of (Date) Dear

(insert Surname):

The above request has been received and reviewed. Your request is denied as you have not sufficiently described the record(s) you seek to enable me to locate it.

If you can provide more specific information, your request will be reassessed to determine whether the records desired exist and can be located. You have the right to do either of the following:

1) Submit a written appeal to the Lansing Housing Commission ("LHC") Executive Director which specifically states the word "appeal" and states the reason or reasons the denial should be reversed.

OR

2) Commence an action in the Circuit Court to compel disclosure. Should you prevail, you will be entitled to have reasonable attorneys' fees, costs and disbursements assessed against LHC by the court. If you or LHC prevails in part, the Court may, in its discretion, award you all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the Court determines that LHC has been arbitrary and capricious in its denial, you will be entitled to, in addition to actual damages, punitive damages in the amount of \$1,000.00.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

Lansing Housing Commission
Michigan Freedom of Information Act (FOIA) Internal Process
FOIA SOP-Attachment-2
Effective 12-21-16

EXHIBIT C
REQUEST FOR DEPOSIT

Date

John Doe
1234 South St.
Anywhere, Michigan 48000

RE: Freedom of Information Act Request of (DATE) For (DESCRIPTION)

Dear (Surname):

The above described request for copies has been received. The cost to comply with the request is estimated to be \$_____. Since this amount is in excess of \$50.00, a deposit of half of the estimated cost, i.e., \$_____, is required. Before the records are provided to you, the actual balance due shall be paid. Please make your check or money order payable to the Lansing Housing Commission and send it to:

Lansing Housing Commission
FOIA Coordinator
419 Cherry Street
Lansing, Michigan 48933

The response date for complying with your request shall be determined from the date of receipt of your payment. No action will be taken regarding the request until the deposit is received.

You will be contacted when the documents are ready and the balance due has been calculated.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

EXHIBIT D
10 DAY EXTENSION

Date John

Doe
1234 South St.
Anywhere, Michigan 48000

RE: Freedom of Information Act Request of DATE for DESCRIPTION Dear

(Surname):

The above described request for copies was received on DATE. The response date would normally be (insert date of five (5) business days from receipt). However, the response date is being extended by an additional ten (10) business days so, the response date is DATE.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

EXHIBIT E
GRANT OF REQUEST; REQUEST FOR FEES

Date

John Doe
12345 South St.
Anywhere, Michigan 48000

RE: Freedom of Information Act Request of DATE for DESCRIPTION

Dear (Surname):

The records you requested are available. The amount due and payable before the records will be released to you is \$ _____ (insert amount). Please see the attached FOIA Detailed Cost Itemization delineating how the amount due was calculated. Please make your check or money order payable to the Lansing Housing Commission ("LHC").

You may pick the records up from:

insert name and address

If you prefer, they can be mailed to you. If you elect to have the documents mailed, please add \$ _____ for postage to the amount due.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

EXHIBIT F
DENIAL TO CONVICTED PRISONER

Date

John Doe
12345 South St.
Anywhere, Michigan 48000

RE: Freedom of Information Act Request of DATE for DESCRIPTION

Dear (Insert Surname):

The above request has been received and reviewed. Your request is denied since under Section 2(a) of the Michigan Freedom of Information Act you are not a person who has standing to request records.

Sincerely,

FOIA Coordinator

EXHIBIT G
ACKNOWLEDGMENT OF RECEIPT

Date

John Doe 12345
South St.
Anywhere, Michigan 48000

RE: Appeal of Freedom of Information Act Request of DATE for DESCRIPTION

Dear (Surname):

Your appeal of the denial of your FOIA request for (insert description of requested records) was received on (insert date of receipt). Therefore, a response is due on or before (insert date of 10 business days from date of receipt).

You will receive a written decision from the Executive Director regarding your appeal.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

FOIA Coordinator

EXHIBIT H
DENIAL OF APPEAL

Date John

Doe
1234 South St.
Anywhere, Michigan 48000

**RE: Appeal of Denial of Freedom of Information Act Request of DATE for
DESCRIPTION**

Dear (Surname):

Your appeal of the denial of your request for (insert description) is denied. The reason or reasons you provided as the basis for reversing the denial of your request are insufficient to support reversal of the denial.

You have the right to commence an action, within 180 days of this determination, in the Wayne County Circuit Court to compel disclosure. Should you prevail, you will be entitled to have reasonable attorneys' fees, costs and disbursements assessed against LHC by the court. If you or LHC prevails in part, the Court may, in its discretion, award you all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the Court determines that LHC has been arbitrary and capricious in its denial, you will be entitled to, in addition to actual damages, punitive damages in the amount of \$1,000.00.

LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes and Guidelines are available on LHC's website at www.lanshc.org.

Sincerely,

Executive Director

EXHIBIT I
PARTIAL GRANT/DENIAL OF APPEAL

Date

John Doe
1234 South St.
Anywhere, Michigan 48000

**RE: Appeal of Denial of Freedom of Information Act Request of DATE for
DESCRIPTION**

Dear (Surname):

**Your appeal of the denial of your request for (insert description) is denied in part and
granted in part.**

Your appeal is granted as it relates to the following public records:

(Insert description of records to be disclosed)

**Your appeal is denied as it relates to the remainder of the records you requested as the
reasons you provided as the basis for reversing the denial of your request are insufficient
to support reversal of the denial.**

**You have the right to commence an action in the Circuit Court to compel disclosure.
Should you prevail, you will be entitled to have reasonable attorneys' fees, costs and
disbursements assessed against LHC by the court. If you or LHC prevails in part, the
Court may, in its discretion, award you all or an appropriate portion of reasonable
attorneys' fees, costs, and disbursements. If the Court determines that LHC has been
arbitrary and capricious in its denial, you will be entitled to, in addition to actual damages,
punitive damages in the amount of \$500.00.**

**You will be contacted soon by the FOIA Coordinator regarding the records to be
disclosed.**

**LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes
and Guidelines are available on LHC's website at www.Lanshc.org.**

Sincerely,

Executive Director

EXHIBIT J
GRANT OF APPEAL

Date John

Doe
1234 South St.
Anywhere, Michigan 48000

**RE: Appeal of Denial of Freedom of Information Act Request of DATE for
DESCRIPTION**

Dear (Surname):

Your appeal of the denial of your request for (insert description) is granted.

**You will be contacted soon by the FOIA Coordinator regarding the records to be
disclosed.**

**LHC's FOIA Processes and Guidelines and a Written Summary of the FOIA Processes
and Guidelines are available on LHC's website at www.lanshc.org.**

Sincerely,

Executive Director



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

LANSING HOUSING COMMISSION
419 Cherry Street
Lansing, Michigan 48933
FOIA@lanshc.org **FAX: 517-487-6977**

RULES RELATED TO THE INSPECTION OF PUBLIC RECORDS

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Effective December 21, 2016

Upon receiving a written or verbal request to inspect LHC records, LHC shall furnish the requesting person a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours for not more than two hours per day. The public does not have unlimited access to LHC offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of LHC personnel.

LHC staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes. They shall also be advised not to write on the documents provided.

A person cannot remove records from the place LHC has provided for public inspection.

The FOIA Coordinator is responsible for determining whether the requested records contain exempt information and for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

Except as instructed by the FOIA Coordinator, no records shall be removed from the office of the custodian of those records without permission of that custodian, except by court order, subpoena or for audit purposes. The record custodian shall be given a receipt listing the records being removed.

In coordination with the custodian of the record, the FOIA Coordinator shall determine on a case-by-case basis when LHC will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. A fee will be charged for copies made to enable public inspection of records, except when copies are made to protect old or delicate original records, in accordance with LHC's FOIA Procedures and Guidelines.



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

AFFIDAVIT OF INDIGENCY

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

**Submit affidavit to: FOIA Coordinator
LANSING HOUSING COMMISSION
419 Cherry Street**

Lansing, Michigan 48933

FOIA@lanshc.org

FAX: 517-487-6977

Pursuant to Section 4 of the Michigan Freedom of Information Act ("FOIA"), a public record search will be made and copies of a public record furnished without charge for the first \$20.00 of the fee for each request made by a person who is entitled to the information and who submits an affidavit stating that the person is indigent and receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay due to indigence. The FOIA also indicates that a person is ineligible to receive the waiver if (1) the person has previously received discounted copies of public records from a public body twice during the calendar year or (2) if the person requests information in connection with other persons who are offering or providing payment to make the request.

Name: _____ Date of Request: _____

Address: _____

Street City State Zip
(Optional) Telephone: _____ (Optional) Email: _____

I swear or affirm, under penalty of perjury that the following information is true and accurate.

Inability to Pay (check one):

I am entitled to request waiver of the first \$20.00 of FOIA fees for the following reasons:

☐ I am currently receiving public assistance in the amount of \$ ____ / ____ week/month/year

Case No. _____ Type of Assistance: _____

☐ I am unable to pay the fee because of indigency based on the following facts:

Income: _____
Employer name and address _____

Time at current job Average annual gross pay Average net pay/week/month

Assets: State the value of all real property, vehicles, bank deposits, bonds, stocks or other assets owned by you; use the back of this form, if necessary.

Other Facts: State any other facts showing indigency; use the back of this form, if necessary.

Not Otherwise Ineligible:

(Check both)

_____ I have not received discounted copies of public records from the Lansing Housing Commission more than twice during the calendar year.

_____ I am not making this request for records for other persons who are offering or providing payment to me to make the request.

Signature of Requestor

Sworn or affirmed before me on _____,

Printed Name

_____, Notary Public My

Commission Expires: _____

Signature

_____, County, State of Michigan Acting in the County of



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

December 21, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of LHC's Updated Credit Card Policy- Resolution No. 1261

RECOMMENDATION:

Staff recommends adoption of Resolution No.1261, which amends LHC's Credit Card Policy

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This resolution updates LHC's existing credit card policy to ensure more accountability from staff members and changes the Authorized users.

BACKGROUND:

Resolution number 1054 was adopted by the board as LHC's Credit Card Policy on March 11, 2009 and amended on February 24, 2010. The revisions to the Policy address several accountability issues related to authorization it clarifies how credit card invoices are paid.

In addition to this Policy staff has a Standard Operating Procedure ("SOP") which explains in detail how the Policy will be implemented.

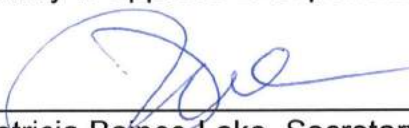
FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for LHC. These changes to the Credit Card Policy enhance accountability and more clearly sets forth the parameters for utilizing the cards. As such, adopting the new credit card policy fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted,



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





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

Resolution No. 1261

Adopted By the Lansing Housing Commission

December 21, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Credit Card Policy.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1261
Date Adopted: 12/21/2016





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

**Lansing Housing Commission
2010-03
Credit Card Policy**

PURPOSE

The Lansing Housing Commission Corporate Credit Card shall be used primarily to pay for training and conferences, manage travel arrangements and for emergency purchases. However, it may also be used to make purchases when it is impractical to use the standard purchasing process. The LHC credit card shall not be used to circumvent policies and procedures governing proper expenditures of LHC funds.

USAGE

The credit card shall be used exclusively for official Lansing Housing Commission business. The credit card shall not be used for personal business under any circumstances. No one is authorized to make cash withdrawals and the credit card will not have a PIN number. Unauthorized use of the LHC credit card will require repayment and result in discipline up to and including dismissal.

Travel

Employees who travel on behalf of LHC may utilize the Corporate Credit Card to reserve a hotel room, to pay for transportation, and to pay conference reservation expenses when payment by a corporate check is unacceptable, infeasible or impractical.

Emergency

In the case of an Exigent Health and Safety emergency (as defined by HUD guidelines) or an Emergency, as authorized by the Executive Director or designee, the LHC Corporate Credit Card can be utilized to abate/remedy the emergency.

Impractical to use the Standard Purchasing Process

The Executive Director or designee must concur with the designation (in Advance of such expenditure) when the Corporate Credit Card will be used to make a purchase which is deemed to be "impractical to use the standard purchasing process." Once the product or service has been secured, all receipts must be returned to the Finance office to be attached to the card's billing statement for payment. The credit card bill will be paid via an automatic electronic funds transaction generated by the credit card vendor. All such drafts will pay the entire balance monthly so as not to incur fees.

OVERSIGHT AUTHORIZED USERS

The Executive Director shall be responsible for issuance, monitoring, and general oversight of the Corporate Credit Card. She/he shall keep a master list of credit card numbers and bank telephone number(s). The following positions are Authorized Users of LHC's Corporate Credit Cards:

Executive Director
Director of Asset Management
Deputy Director
Board Chair

The Corporate Credit Card will be in the custody of the assigned individuals when in use. The credit cards will be securely stored when not in use and during non-business hours. Each Authorized User is responsible for reporting a lost or stolen card to the Finance Manager and to LHC's banking institution immediately upon discovering the card is missing.

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 177,432	\$ 180,325	\$ (2,893)		\$ 432,780	\$ 252,455
Tenant Revenue - Other	8,523	7,179	1,344		16,868	9,689
Total Tenant Revenue	<u>\$ 185,956</u>	<u>\$ 187,504</u>	<u>\$ (1,548)</u>		<u>\$ 449,648</u>	<u>\$ 262,144</u>
HUD PHA Operating Grants	356,647	398,430	(41,783)		956,232	557,802
CFP Operational Income	117,785	-	117,785		-	-
Fraud Recovery and Other	2,883	5,295	(2,412)		13,516	8,221
Total Operating Revenue	<u>\$ 663,271</u>	<u>\$ 591,229</u>	<u>\$ 72,042</u>		<u>\$ 1,419,396</u>	<u>\$ 828,167</u>
Administrative Salaries	\$ 26,365	\$ 41,122	\$ (14,756.71)		\$ 97,198.00	\$ 56,076.00
Auditing Fees	3,750	373	3,377		8,373	8,000
Management Fees	81,373	44,582	36,791		106,998	62,415
Bookkeeping Fees	7,336	7,200	136		17,280	10,080
Employee Benefits Contributions - Admin	11,613	14,721	(3,108)		35,092	20,370
Office Expenses	19,944	14,334	5,610		32,522	18,188
Legal	6,734	12,547	(5,813)		27,320	14,773
Travel	-	-	-		-	-
Other	15,441	4,500	10,941		4,500	-
Tenant Services - Other	2,544	5,600	(3,056)		7,900	2,300
Water	30,498	44,857	(14,359)		98,538	53,681
Electricity	11,079	20,615	(9,536)		48,456	27,841
Gas	7,255	11,764	(4,509)		53,496	41,732
Other Utilities Expense	29	5,336	(5,307)		5,336	-
Ordinary Maintenance and Operations - Labor	35,350	66,644	(31,294)		157,658	91,014
Ordinary Maintenance and Operations - Materials	39,089	34,895	4,194		83,720	48,825
Ordinary Maintenance and Operations - Contract	91,072	86,278	4,794		197,741	111,463
Employee Benefits Contributions - Ordinary	21,662	25,364	(3,702)		60,434	35,069
Protective Services - Other Contract Costs	1,072	975	97		2,340	1,365
Property Insurance	13,725	13,158	567		31,580	18,422
Liability Insurance	5,348	5,377	(29)		12,904	7,527
Workers Compensation	3,533	2,545	988		6,108	3,563
All Other Insurance	852	948	(95)		2,274	1,327
Other General Expenses	25,265	13,140	12,125		31,536	18,396
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	26,919	9,287	17,632		21,561	12,274
Bad debt - Tenant Rents	6,445	1,315	5,130		2,629	1,314
Interest Expense	10,060	8,404	1,656		19,830	11,426
Total Operating Expenses	<u>\$ 504,354</u>	<u>\$ 495,881</u>	<u>\$ 8,474</u>		<u>\$ 1,173,322</u>	<u>\$ 677,442</u>
Net Income (Loss)	<u>\$ 158,916</u>	<u>\$ 95,348</u>	<u>\$ 63,568</u>		<u>\$ 246,073</u>	<u>\$ 150,725</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 171,761	\$ 183,680	\$ (11,919)		\$ 440,184	\$ 256,504
Tenant Revenue - Other	10,746	12,147	(1,401)		28,324	16,177
Total Tenant Revenue	<u>\$ 182,506</u>	<u>\$ 195,827</u>	<u>\$ (13,321)</u>		<u>\$ 468,508</u>	<u>\$ 272,681</u>
HUD PHA Operating Grants	471,475	526,715	(55,240)		1,264,116	737,401
CFP Operational Income	131,183	-	131,183		-	-
Fraud Recovery and Other	1,573	3,576	(2,003)		7,332	3,756
Total Operating Revenue	<u>\$ 786,737</u>	<u>\$ 726,118</u>	<u>\$ 60,619</u>		<u>\$ 1,739,956</u>	<u>\$ 1,013,838</u>
Administrative Salaries	\$ 30,747	\$ 36,731	\$ (5,984)		\$ 86,818	\$ 50,087
Auditing Fees	3,750	373	3,377		8,373	8,000
Management Fees	89,208	48,530	40,679		116,472	67,942
Bookkeeping Fees	8,078	7,838	241		18,810	10,973
Employee Benefits Contributions - Admin	11,143	8,808	2,535		20,451	11,844
Office Expenses	20,383	13,806	6,777		35,393	21,787
Legal	7,848	9,216	(1,368)		23,962	14,746
Travel	38	395	(357)		948	553
Other	(4,477)	5,040	(9,517)		10,080	5,040
Tenant Services - Other	2,585	2,400	185		5,700	3,300
Water	49,516	37,170	12,346		89,208	52,038
Electricity	28,697	12,930	15,767		29,790	16,860
Gas	4,763	9,000	(4,237)		41,500	32,500
Other Utilities Expense	-	-	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	42,399	55,207	(12,807)		131,157	75,950
Ordinary Maintenance and Operations - Material	50,135	49,275	860		123,060	73,785
Ordinary Maintenance and Operations - Contrac	81,321	86,253	(4,932)		229,255	143,002
Employee Benefits Contributions - Ordinary	19,639	26,307	(6,668)		62,821	36,514
Protective Services - Other Contract Costs	1,536	1,535	1		3,694	2,149
Property Insurance	12,224	11,752	472		28,206	16,453
Liability Insurance	4,447	4,378	70		10,506	6,129
Workers Compensation	1,566	1,530	36		3,672	2,142
All Other Insurance	831	948	(116)		2,274	1,327
Other General Expenses	33,368	53,195	(19,827)		127,668	74,473
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	18,916	11,835	7,081		25,505	13,670
Bad debt - Tenant Rents	7,147	4,950	2,197		11,880	6,930
Interest Expense	16,767	14,006	2,761		33,049	19,043
Total Operating Expenses	<u>\$ 542,580</u>	<u>\$ 513,006</u>	<u>\$ 29,574</u>		<u>\$ 1,291,450</u>	<u>\$ 778,444</u>
Net Income (Loss)	<u>\$ 244,157</u>	<u>\$ 213,112</u>	<u>\$ 31,046</u>		<u>\$ 448,506</u>	<u>\$ 235,394</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 164,487	\$ 171,425	\$ (6,928)		\$ 411,420	\$ 239,995
Tenant Revenue - Other	11,505	9,853	1,652		22,807	12,954
Total Tenant Revenue	<u>\$ 176,002</u>	<u>\$ 181,278</u>	<u>\$ (5,276)</u>		<u>\$ 434,227</u>	<u>\$ 252,949</u>
HUD PHA Operating Grants	428,316	478,500	(50,184)		1,148,400	689,900
CFP Operational Income	134,082	-	134,082		-	-
Fraud Recovery and Other	3,023	2,225	798		8,340	6,115
Total Operating Revenue	<u>\$ 741,424</u>	<u>\$ 662,003</u>	<u>\$ 79,421</u>		<u>\$ 1,590,967</u>	<u>\$ 928,964</u>
Administrative Salaries	\$ 32,681	\$ 37,541	\$ (4,860)		\$ 88,751	\$ 51,211
Auditing Fees	3,750	350	3,400		8,350	8,000
Management Fees	85,007	46,904	38,103		112,571	65,666
Bookkeeping Fees	7,613	7,575	38		18,180	10,605
Employee Benefits Contributions - Admin	11,037	11,552	(515)		27,488	15,936
Office Expenses	17,406	18,080	(674)		43,308	25,228
Legal	6,267	7,915	(1,648)		18,996	11,081
Travel	428	508	(80)		1,270	762
Other	4,564	4,443	122		10,662	6,220
Tenant Services - Other	1,500	3,000	(1,500)		7,200	4,200
Water	24,922	26,720	(1,798)		64,127	37,407
Electricity	18,492	15,810	2,682		37,945	22,134
Gas	4,748	22,010	(17,262)		52,824	30,814
Other Utilities Expense	839	150	689		11,076	10,926
Ordinary Maintenance and Operations - Labor	41,922	74,958	(33,036)		177,435	102,477
Ordinary Maintenance and Operations - Material	78,255	67,913	10,342		163,232	95,319
Ordinary Maintenance and Operations - Contract	110,961	89,205	21,756		226,754	137,549
Employee Benefits Contributions - Ordinary	28,433	38,966	(10,533)		93,053	54,087
Protective Services - Other Contract Costs	2,002	1,500	502		3,600	2,100
Property Insurance	17,126	16,156	970		38,773	22,618
Liability Insurance	5,583	5,541	42		13,299	7,758
Workers Compensation	1,601	2,035	(434)		4,884	2,849
All Other Insurance	1,038	948	91		2,274	1,327
Other General Expenses	36,520	14,394	22,126		34,416	20,022
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	20,901	10,140	10,761		23,318	13,178
Bad debt - Tenant Rents	9,493	5,250	4,243		12,600	7,350
Interest Expense	9,904	8,273	1,631		19,522	11,249
Total Operating Expenses	<u>\$ 582,992</u>	<u>\$ 537,835</u>	<u>\$ 45,157</u>		<u>\$ 1,315,908</u>	<u>\$ 778,073</u>
Net Income (Loss)	<u>\$ 158,431</u>	<u>\$ 124,168</u>	<u>\$ 34,263</u>		<u>\$ 275,059</u>	<u>\$ 150,891</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 156,548	\$ 176,500	\$ (19,952)		\$ 423,600	\$ 247,100
Tenant Revenue - Other	10,663	20,175	(9,512)		44,750	24,575
Total Tenant Revenue	<u>\$ 167,211</u>	<u>\$ 196,675</u>	<u>\$ (29,464)</u>		<u>\$ 468,350</u>	<u>\$ 271,675</u>
HUD PHA Operating Grants	302,909	338,400	(35,491)		812,160	473,760
CFP Operational Income	115,808	-	115,808		-	-
Fraud Recovery and Other	4,138	4,705	(567)		14,567	9,862
Total Operating Revenue	<u>\$ 590,065</u>	<u>\$ 538,780</u>	<u>\$ 50,285</u>		<u>\$ 1,295,077</u>	<u>\$ 755,297</u>
Administrative Salaries	\$ 49,305	\$ 37,000	\$ 12,305		\$ 87,455	\$ 50,455
Auditing Fees	3,750	-	3,750		8,000	8,000
Management Fees	77,273	43,654	33,620		104,769	61,115
Bookkeeping Fees	6,811	7,050	(239)		16,920	9,870
Employee Benefits Contributions - Admin	27,998	14,495	13,503		34,552	20,057
Office Expenses	23,136	16,994	6,142		35,449	18,455
Legal	12,514	13,400	(886)		33,025	19,625
Travel	692	70	622		160	80
Other	5,517	-	5,517		325	325
Tenant Services - Other	5,407	2,810	2,597		8,010	5,200
Water	31,099	36,500	(5,401)		89,500	53,000
Electricity	28,106	37,100	(8,994)		99,200	62,100
Gas	7,978	8,500	(522)		51,000	42,500
Other Utilities Expense	50	930	(880)		4,580	3,650
Ordinary Maintenance and Operations - Labor	71,166	73,880	(2,714)		174,880	101,000
Ordinary Maintenance and Operations - Material	34,397	39,110	(4,713)		100,810	61,700
Ordinary Maintenance and Operations - Contract	85,396	60,650	24,746		128,180	67,530
Employee Benefits Contributions - Ordinary	30,644	32,253	(1,609)		76,942	44,690
Protective Services - Other Contract Costs	700	6,800	(6,100)		7,780	980
Property Insurance	7,517	7,854	(337)		18,849	10,995
Liability Insurance	5,875	5,845	30		14,029	8,183
Workers Compensation	2,893	2,035	858		4,884	2,849
All Other Insurance	624	948	(323)		2,274	1,327
Other General Expenses	25,430	5,775	19,655		13,860	8,085
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	26,110	8,880	17,230		17,035	8,156
Bad debt - Tenant Rents	16,748	12,500	4,248		30,000	17,500
Interest Expense	2,262	1,889	373		4,457	2,568
Total Operating Expenses	<u>\$ 589,397</u>	<u>\$ 476,921</u>	<u>\$ 112,476</u>		<u>\$ 1,166,925</u>	<u>\$ 690,005</u>
Net Income (Loss)	<u>\$ 868</u>	<u>\$ 62,859</u>	<u>\$ (62,191)</u>		<u>\$ 128,152</u>	<u>\$ 65,292</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 670,237	\$ 711,930	\$ (41,693)		\$ 1,707,984	\$ 996,054
Tenant Revenue - Other	\$ 41,437	\$ 49,354	\$ (7,917)		\$ 112,749	\$ 63,395
Total Tenant Revenue	\$ 711,674	\$ 761,284	\$ (49,610)		\$ 1,820,733	\$ 1,059,449
HUD PHA Operating Grants	1,559,347	1,742,045	(182,698)		4,180,908	2,438,863
CFP Operational Income	498,858	-	498,858		-	-
Fraud Recovery and Other	11,617	15,801	(4,183)		43,754	27,954
Total Operating Revenue	\$ 2,781,496	\$ 2,519,130	\$ 262,367		\$ 6,045,395	\$ 3,526,266
Administrative Salaries	\$ 139,098	\$ 152,394	\$ (13,295)		\$ 360,222	\$ 207,829
Auditing Fees	15,000	1,096	13,904		33,086	32,000
Management Fees	332,862	183,670	149,192		440,808	257,138
Bookkeeping Fees	29,838	29,663	176		71,190	41,528
Employee Benefits Contributions - Administrative	61,791	49,376	12,415		117,583	68,208
Office Expenses	80,869	63,014	17,855		146,672	83,658
Legal Expense	33,363	43,078	(9,715)		103,303	60,225
Travel	1,158	973	185		2,378	1,405
Other	21,045	13,983	7,063		25,567	11,585
Tenant Services - Other	12,036	13,810	(1,774)		28,810	15,000
Water	136,035	145,247	(9,212)		341,373	196,126
Electricity	86,374	86,455	(82)		215,391	128,935
Gas	24,745	51,274	(26,529)		198,820	147,546
Other Utilities Expense	919	6,416	(5,497)		32,200	25,784
Ordinary Maintenance and Operations - Labor	190,836	270,688	(79,852)		641,129	370,441
Ordinary Maintenance and Operations - Material	201,876	191,193	10,683		470,822	279,629
Ordinary Maintenance and Operations - Contrac	368,750	322,386	46,364		781,930	459,544
Employee Benefits Contributions - Ordinary	100,376	122,890	(22,512)		293,250	170,360
Protective Services - Other Contract Costs	5,309	10,810	(5,501)		17,404	6,594
Property Insurance	50,592	48,920	1,673		117,408	68,483
Liability Insurance	21,254	21,141	113		50,738	29,597
Workers Compensation	9,593	8,145	1,448		19,548	11,403
All Other Insurance	3,346	3,790	(444)		9,097	5,307
Other General Expenses	120,583	86,504	34,079		207,480	120,976
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	92,846	40,141	52,705		87,419	47,278
Bad debt - Tenant Rents	39,833	24,015	15,818		57,109	33,094
Interest Expense	38,994	32,572	6,422		76,858	44,286
Total Operating Expenses	\$ 2,219,324	\$ 2,023,643	\$ 195,681		\$ 4,947,606	\$ 2,923,963
Net Income (Loss)	\$ 562,173	\$ 495,487	\$ 66,686		\$ 1,097,790	\$ 602,303

Lansing Housing Commission

Budget vs. Actual

COCC

For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 409,113	\$ 396,500	\$ 12,613		\$ 759,426	\$ 362,926
Bookkeeping Fees Income	29,837	29,665	172		71,190	41,525
Fraud Recovery and Other	33,569	52,485	(18,916)		101,970	49,485
Total Operating Revenue	\$ 472,519	\$ 478,650	\$ (6,131)		\$ 932,586	\$ 453,936
Administrative Salaries	\$ 119,875	\$ 137,736	\$ (17,860)		\$ 351,905	\$ 214,170
Auditing Fees	3,750	-	3,750		8,000	8,000
Employee Benefits Contributions - Admin	27,677	30,956	(3,279)		74,100	43,144
Office Expenses	8,030	14,697	(6,667)		35,335	20,638
Legal	1,153	2,000	(847)		3,000	1,000
Travel	965	8,800	(7,835)		16,500	7,700
Other	5,688	12,250	(6,562)		32,050	19,800
Tenant Services - Other	-	-	-		-	-
Water	329	595	(266)		1,428	833
Electricity	3,978	3,540	438		8,425	4,885
Gas	152	610	(458)		1,690	1,080
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	34	1,000	(967)		2,400	1,400
Ordinary Maintenance and Operations - Contract	5,621	5,435	186		13,088	7,653
Protective Services - Other Contract Costs	1,537	725	812		925	200
Property Insurance	745	1,725	(980)		4,141	2,415
Liability Insurance	226	582	(356)		1,397	815
Workers Compensation	697	1,660	(963)		3,984	2,324
All Other Insurance	1,511	3,991	(2,480)		9,579	5,588
Other General Expenses	24,831	20,615	4,216		62,314	41,699
Compensated Absences	-	-	-		-	-
Interest Expense	5,962	5,150	812		12,024	6,874
Total Operating Expenses	\$ 212,761	\$ 252,067	\$ (39,306)		\$ 642,285	\$ 390,217
Net Income (Loss)	\$ 259,758	\$ 226,583	\$ 33,175		\$ 290,301	\$ 63,719

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 4,382,698	\$ 4,320,950	\$ 61,748		\$ 10,273,680	\$ 5,952,730
Other Revenue	236	-	236		-	-
Fraud Recovery and Other	1,606	2,500	(894)		6,000	3,500
Total Operating Revenue	<u>\$ 4,384,540</u>	<u>\$ 4,323,450</u>	<u>\$ 61,090</u>		<u>\$ 10,279,680</u>	<u>\$ 5,956,230</u>
Administrative Salaries	\$ 59,735	\$ 137,007	\$ (77,272)		\$ 323,834	\$ 186,828
Auditing Fees	18,750	-	18,750		40,000	40,000
Management Fees	76,250	75,563	687		181,351	105,788
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	30,806	46,726	(15,919)		112,010	65,284
Office Expenses	70,336	54,318	16,018		125,224	70,906
Legal Expense	-	-	-		-	-
Travel	474	210	264		250	40
Other	5,006	12,852	(7,846)		28,408	15,556
Tenant Services - Other	-	-	-		-	-
Water	209	200	9		480	280
Electricity	893	650	243		1,560	910
Gas	56	370	(314)		940	570
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	1,432	(1,432)		3,048	-
Ordinary Maintenance and Operations - Contrac	15,044	1,730	13,314		4,152	-
Protective services - Other Contract Costs	261	250	11		500	250
Property Insurance	-	-	-		-	-
Liability Insurance	6,668	6,566	102		15,759	9,193
Workers Compensation	3,979	2,020	1,959		4,848	2,828
Other General Expenses	12,922	11,100	1,822		25,380	14,280
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	3,790,810	3,874,135	(83,325)		9,297,924	5,423,789
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 4,092,201</u>	<u>\$ 4,225,129</u>	<u>\$ (132,928)</u>		<u>\$ 10,165,668</u>	<u>\$ 5,940,539</u>
Net Income (Loss)	<u>\$ 292,340</u>	<u>\$ 98,321</u>	<u>\$ 194,018</u>		<u>\$ 114,012</u>	<u>\$ 15,691</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(16,150.19)	751,828.80
1010-0000-112200 Accounts Receivable	(2,784.61)	10,367.59
1010-0000-112201 Allowance for Doubtful Accounts	(4,603.00)	(4,603.50)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112964 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	13,079.25	(21,036.14)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	37,772.08
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	912,553.82
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	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	111,543.00
TOTAL ASSETS	(14,590.55)	4,586,860.16
LIABILITIES		
1010-0000-200000 OPEB Liability	-	277,912.00
1010-0000-200300 Pension Liability	-	442,922.00
1010-0000-211100 Accounts Payable	(513.37)	12,618.34
1010-0000-211400 Tenant Security Deposits	181.00	27,448.30
1010-0000-211999 Tenant Refunds	497.00	6,112.98
1010-0000-212000 Accrued Payroll	-	(651.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	-	30,754.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Def'd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	(2,385.27)	458,711.08
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
TOTAL LIABILITIES	(2,220.64)	1,311,078.26
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	(12,369.91)	(1,047,381.93)
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	-	1,465,929.26
TOTAL EQUITY	(12,369.91)	3,275,781.90
TOTAL LIABILITIES & EQUITY	(14,590.55)	4,586,860.16

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for November 2016

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	59,487.22	387,305.35
1020-0000-112200 Accounts Receivable	(4,602.94)	8,423.69
1020-0000-112201 Allowance for Doubtful Accounts	(27.00)	(187.06)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	(45,029.73)	(10,136.44)
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	33,116.09
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	1,841.09	1,056,549.47
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	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	93,411.00
TOTAL ASSETS	8,033.64	5,403,238.84
LIABILITIES		
1020-0000-200000 OPEB Liability	-	145,475.00
1020-0000-200300 Pension Liability	-	370,918.00
1020-0000-211100 Accounts Payable	(1,191.67)	15,941.15
1020-0000-211400 Tenant Security Deposits	1,183.00	30,854.19
1020-0000-211999 Tenant Refunds	(656.00)	6,629.37
1020-0000-212000 Accrued Payroll	-	(444.92)
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	-	30,795.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(3,975.45)	758,456.02
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
TOTAL LIABILITIES	(4,640.12)	1,410,382.73
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,594.50)
1020-0000-282000 Income and Expense Clearing	12,673.76	(578,309.50)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
TOTAL EQUITY	12,673.76	3,992,856.11
TOTAL LIABILITIES & EQUITY	8,033.64	5,403,238.84

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

	Period Amount	Balance
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	7,166.26	1,150,263.34
1080-0000-112200 Accounts Receivable	1,424.49	7,426.64
1080-0000-112201 Allowance for Doubtful Accounts	(446.00)	(2,189.69)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	11,401.51	6,385.04
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	45,369.45
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	398.16	34,056.13
1080-3000-144000 Construction in Progress	(1,841.09)	714,326.75
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	-	120,772.00
TOTAL ASSETS	13,107.33	5,899,770.21
LIABILITIES		
1080-0000-200000 OPEB Liability	-	234,250.00
1080-0000-200300 Pension Liability	-	479,564.00
1080-0000-211100 Accounts Payable	(94,899.69)	19,249.20
1080-0000-211400 Tenant Security Deposits	485.00	36,143.00
1080-0000-211999 Tenant Refunds	453.00	3,538.50
1080-0000-212000 Accrued Payroll	-	(581.19)
1080-0000-213400 Utility Accrual	-	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	-	29,975.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(2,348.29)	440,743.45
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
TOTAL LIABILITIES	(96,309.98)	1,279,023.74
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	109,417.31	(462,122.48)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
TOTAL EQUITY	109,417.31	4,620,746.47
TOTAL LIABILITIES & EQUITY	13,107.33	5,899,770.21

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for November 2016

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(46,979.61)	767,656.61
1090-0000-112200 Accounts Receivable	6,028.00	9,150.80
1090-0000-112201 Allowance for Doubtful Accounts	(585.00)	(585.15)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-116700 Intercompany	25,261.92	20,674.95
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	25,480.43
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	17,730.43
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	-	111,315.00
TOTAL ASSETS	(19,062.89)	3,979,193.36
LIABILITIES		
1090-0000-200000 OPEB Liability	-	144,718.00
1090-0000-200300 Pension Liability	-	442,016.00
1090-0000-211100 Accounts Payable	4,877.22	14,851.21
1090-0000-211400 Tenant Security Deposits	977.00	26,074.00
1090-0000-211999 Tenant Refunds	(249.00)	7,202.02
1090-0000-212000 Accrued Payroll	-	(501.05)
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	-	21,308.47
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(536.22)	105,940.79
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
TOTAL LIABILITIES	5,069.00	778,468.61
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	(24,131.89)	(337,302.17)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
TOTAL EQUITY	(24,131.89)	3,200,724.75
TOTAL LIABILITIES & EQUITY	(19,062.89)	3,979,193.36

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(5,348.78)	17,527.55
5005-0000-111111 Chase Checking	(39,334.79)	669,814.42
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(13,079.25)	21,036.14
5005-1020-115700 Intercompany	45,029.73	10,136.44
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	(11,401.51)	(6,385.04)
5005-1090-115700 Intercompany	(25,261.92)	(20,674.95)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	70,538.05	1,050.44
5005-8002-115700 Intercompany	(51,979.06)	30,207.01
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	52,234.06	-
5005-8010-115700 Intercompany	13,017.72	86,094.97
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	(20,660.01)	-
5005-9101-115700 Intercompany	-	48,775.87
5005-0000-121100 Prepaid Insurance	(113.00)	19,039.64
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	-	205,507.00
5005-0000-150300 Deferred Outflow - MERS	-	78,095.00
TOTAL ASSETS	13,641.24	2,621,412.20
LIABILITIES		
5005-0000-200000 OPEB Liability	-	137,130.00
5005-0000-200300 Pension Liability	-	310,102.00
5005-0000-211100 Accounts Payable	(4,708.42)	11,609.96
5005-0000-211704 Health Insurance W/H	165.22	1,308.23
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213500 Accrued Comp Absences - Curr	-	5,198.82
5005-0000-214000 Accrued Comp Absences - non curr	-	29,459.97
5005-0000-260700 Note Payable Non Curr - Davenport	(4,090.86)	451,841.16
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(8,634.06)	992,832.29
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,579.00
5005-0000-282000 Income and Expense Clearing	22,275.30	1,277,646.62
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	22,275.30	1,628,579.91
TOTAL LIABILITIES & EQUITY	13,641.24	2,621,412.20

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	65,581.79	522,571.35
8002-0000-111111 Chase Checking	(9,497.66)	1,240,809.11
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(70,538.05)	(1,050.44)
8002-5005-115700 Intercompany	51,979.06	(30,207.01)
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	(1,373.00)	12,359.28
8001-0000-148500 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	-	114,985.00
TOTAL ASSETS	36,152.14	1,566,872.54
LIABILITIES		
8001-0000-200000 OPEB Liability	-	392,278.00
8001-0000-200300 Pension Liability	-	456,586.00
8001-0000-211100 Accounts Payable	9,749.90	24,854.98
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	543.00	668.00
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.87
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.90
TOTAL LIABILITIES	10,292.90	884,233.45
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	-	91,420.58
8001-0003-282000 Income and Expense Clearing	(16,079.16)	(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	41,938.40	25,697,247.63
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	25,859.24	682,639.09
TOTAL LIABILITIES & EQUITY	36,152.14	1,566,872.54

Lansing Housing Commission
Shelter Plus Care
Balance Sheet for November 2016

	Period Amount	Balance
ASSETS		
8021-0000-111111 Chase Checking	-	4,239.21
8021-0000-112500 Accounts Receivable HUD	(24,364.00)	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	20,660.01	-
TOTAL ASSETS	<u>(3,703.99)</u>	<u>1,635.01</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	5,339.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	-
8021-0000-214000 Accrued Comp Absences - non curr	-	-
TOTAL LIABILITIES	<u>-</u>	<u>5,339.00</u>
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(7,943.20)
8021-0000-282000 Income and Expense Clearing	-3,703.99	850,364.37
8021-8021-282000 Income and Expense Clearing	-	(805,602.16)
TOTAL EQUITY	<u>(3,703.99)</u>	<u>(3,703.99)</u>
TOTAL LIABILITIES & EQUITY	<u>(3,703.99)</u>	<u>1,635.01</u>



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December 21, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

November 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 17 participants. Four (4) participants will be signing contracts in the month of November bringing the total to 21. Six (6) additional participants will be meeting with the FSS Coordinator to develop their Individual Training and Service Plan (ITSP) by mid-December which would build the program to 27 participants.

The FSS Coordinator attended a three (3) day training in Indianapolis. She came back with some ideas to help grow the LHC FSS program. LHC is currently working to obtain some interns to help the FSS coordinator grow the program as well.

HCV Orientations:

LHC had one (1) orientation during the month of November and issued 18 vouchers. All files from the July pull have been processed and either issued or placed inactive.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of September. HCV staff is in the final stages of processing the 200 applications which were pulled in the month of July. There are approximately 88 families out searching for approved housing.

Department Initiatives:

There are 160 active participants in the HUD VASH Program. Ten Veterans are currently searching for housing and 145 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of November.





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Voucher Utilization

October Voucher Program Total Units	1700
October Traditional HCV Utilization	1682
October % Utilized Units	98%

November Voucher Program Total Units	1700
November Traditional HCV Utilization	1717
November % Utilized Units	101%

Voucher Disbursement

HUD October HAP Disbursement	\$837,556
LHC October HAP/UAP Disbursement	\$819,714
% Voucher Funding Utilization	98%

HUD November HAP Disbursement	\$837,556
LHC November HAP/UAP Disbursement	\$754,911
% Voucher Funding Utilization	90%

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 100 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

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 October, a quality control was conducted on nineteen (19) units and approved. This





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indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

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





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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.

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.

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

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 November, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 101%. 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

