



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

Agenda
Lansing Housing Commission
February 24, 2016 (March 2, 2016)

Call to Order.

1. Roll Call.

2. Approval of Minutes of January 27, 2016

3. Action Items:

Resolution 1242-Approval to implement the goals, timetables and deliverables for the Recovery Plan between LHC and HUD

Resolution 1243- Approval of FY 2014 Lansing Housing Commission Audit

Resolution 1244-Approval of Accounting Contract BDO-PHA

4. Informational Items

a. Accounting/Audit Update

Patricia Baines-Lake

b. Finance Report January/February 2016

Dickey May

c. Housing Choice Voucher Report –

Jennifer Burnette

i. Asset Management Report -

Janel McLeod

ii. Mt. Vernon & Scattered Sites AMP 102

Kris Whipple

iii. Hildebrandt & Scattered Sites AMP 103

Rhonda Pagel

iv. LaRoy Froh & Scattered Sites AMP 111

Lisa Parsons

v. South Washington & Scattered Sites AMP 112

Janell McLeod

vi. Modernization Report

Patricia Baines-Lake

5. Executive Director's Comments.

a. 2015 Accomplishments

6. President's Comments.

7. Public Comment – limit 3 minutes per person.

8. Other Business.

9. Adjournment.





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Minutes of the January 27, 2016 Lansing Housing Commission

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

PRESENT AT ROLL CALL: Commissioners, Baltimore, Joyce, Robinson and Koppelman-Helvey – by Telephone. Commissioner

GUESTS: Dickey May

STAFF:	Patricia Baines-Lake	Lisa Parsons
	Kim Shirey	Kris Whipple
	Janell McLeod	Rhonda Pagel

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve the Minutes of the January 6, 2016 special meeting. The motion passed with all members present voting in favor.

Commissioner Joyce moved and Commissioner Robinson 2nd a motion to approve the minutes of the November 18, 2015 Board Meeting. The motion passed with all members present voting in favor.

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1241 – Approval of a Contract between LHC and First Contracting to renovate LaRoy Froh Kitchens and Bathrooms. The motion passed with all members present voting in favor.

Commissioner Joyce moved and Commissioner Robinson 2nd a motion to table Resolution No. 1242 – Approval to implement the goals, timetables and deliverables for the Recovery Plan between LHC and HUD – The motion was Tabled.

Resolution 1243 - Commissioner Robinson moved and Commissioner Koppelman Helvey 2nd a motion to refer approval of LHC's 2014 Audit to the finance committee. The motion passed with all members present voting in favor.

Resolution 1244 - Commissioner Joyce moved and Commissioner Robinson 2nd a motion to Table any action on a Finance recommendation until completion of the long term RFP on the same. The motion passed with all members present voting in favor.



Written Informational Reports were provided as follows:

A verbal and written Audit Accounting Update was provided by:

Patricia Baines-Lake - LHC and Plante Moran - Lisa Vargo, Linda Yudasz. A rough draft of the 2014 Annual Certified audit was provided. The highlights of the report include the expectation of an unqualified audit opinion. The information is clean and the dollar amounts are materially correct. There are findings which are to be expected with the staffing and accounting transitions experienced by LHC.

Housing Choice Voucher Report		Jennifer Burnette
Asset Management		Janell McLeod
Mt. Vernon	AMP 104	Kris Whipple
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Kris Whipple
South Washington	AMP 112	Janell McLeod
Modernization Report		Patricia Baines-Lake

Executive Director's Comments – None

President's Comments – None

Public Comments – No members of the public were present

Other Business – No other business was discussed

There being no other business, Commissioner Frens adjourned the meeting at 7:20 p.m.





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February 24, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to implement the goals, timetables and deliverables for the Recovery Plan between Lansing Housing Commission and U. S. Department of Housing and Urban Development - Resolution #1242.

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1242, which authorizes Patricia Baines-Lake acting in her capacity as Executive Director of Lansing Housing Commission to implement the goals, timetables and deliverables for the 2016 LHC-HUD Recovery Plan.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's directive to the Executive Director to immediately take the actions outlined in the Plan to improve LHC's operations to achieve, at least, Standard Performer status in all aspects of operations.

BACKGROUND:

The Lansing Housing Commission ("LHC") entered into a Recovery Plan with the U. S. Department of Housing & Urban Development on January 6, 2016. The Recovery Plan set-forth benchmarks to be achieved to improve the overall operations of the Commission's LIPH program and accounting/finance operations. The Executive Director was directed to develop a plan to achieve the objectives identified in the Recovery Plan for Board review and approval. The proposed plan has completion dates which achieve the expectations detailed in the Recovery Plan. The Executive Director will drill down to assign specific staff and/or contractors to achieve the benchmarks included in the plan. She will manage the completion of the deliverables and provide a monthly status report to the Board.



RECOMMENDATION

It is recommended the Board approve the attached document which identifies specific goals, timetables and deliverables to address every aspect of the Recovery Plan within the expected timeframes.

FINANCIAL CONSIDERATIONS:

Approval of the plan has no financial considerations. There will be costs associated with achieving the benchmarks including staff training, outsourcing finance and accounting tasks. Such costs will be submitted to the Board for approval consistent with LHC's procurement policy.

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable governance requirements and the Recovery Agreement.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1242

ADOPTED BY THE LANSING HOUSING COMMISSION

February 24, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to immediately implement the goals, timetables and deliverables, as attached, for the 2016 Lansing Housing Commission-U. S. Department of Housing and Urban Development Recovery Plan.

Yeas 4

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Bobby J. Joyce
Chair

Resolution No: 1242

Date Adopted: 02/24/2016



Action Plan- Goals and Timetables and Deliverables-Exhibit A to the Recovery Agreement between the Lansing Housing Commission and HUD

Item Number	Results and Determinations from Assessment	Desired Outcome	Statutory Measurement		Target Accomplishment Date	Goals & Timetables	
			Baseline Data and PHAS Score as of 6/30/2014	Required PHAS Score			
AREA I: GOVERNANCE							
G001	The Board is ready, willing and capable to govern but is unable to provide sufficient oversight of the PHA's finances, budget, and use of funds as evidenced by the lack of financial reports, the Housing Commission's history of substandard Financial Assessment Subsystem Scores, and low reserves. The LHC has failed the Financial Assessment Subsystem Score since 2012 and has not submitted financial information timely as required by regulation and statute since 2009.	The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management. PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. PHA must maintain an occupancy rate of 96.0%	Current Finance Score: 0 Current Mgmt Score: 17 Current Physical Score: 27 Current Occupancy Rate: 94% (12.30.15 rate)	Required Finance Score: 15 Required Mgmt Score: 15 Required Physical Score: 25 Required Occupancy Rate: 96%	6/16/2016	LHC must complete the 2015 Annual Certified Audit before March 31, 2016, achieve 15 points for the Finance Indicator, 15 points on the Management Indicator and 25 points on the Physical Indicator (based on the FY 2015 Annual Certified Audit). Increase Occupancy to 94% Feb 28, 2016, to 94.5% March 30, 2016, to 95.0% April 30, 2016, to 95.5% May 31, 2016, and to 96.0% June 30, 2016 and going forward.	The board has completed HUD's Lead The
G002	The Housing Commission lacks the ability to effectively manage the LHC's finances, as evidenced by the lack of financial management knowledge and leadership at the Commission, the inability to facilitate the preparation of statements and reports to permit timely and effective audits; in addition, to its failure to maintain a complete and accurate general ledger.	a) The Board provides adequate oversight of the Housing Commission's financial actions as evidenced by a passing FY 2015 FASS score and timely submission of reliable unaudited and audited financial statements. b) The Board identifies Members to "specialize" in reviewing financial reports and providing feedback about finances to the balance of the Board. Meaningful financial reports with an emphasis on FASS and cash flow, are provided to the Board at least 10 days prior to the monthly meeting. c) The Board reviews the annual audit and tracks required correction of findings and management letter issues. d) The Commission provides updated financial policies and written procedures to HUD and will incorporate recommendations identified in the financial review conducted by the Departmental Enforcement Center (DEC).	Current QR Score: 0 Current Menar Score: 0 Current DSCR Score: 0	Minimum QR Score: 7.2 Minimum MENAR Score: 6.6 Minimum DSCR Score: 1	a) 3/30/2016 b) 4/30/16 c) 5/31/2016 d) 7/31/2016	The 2015 Audited Statements will be submitted to REAC before March 30, 2016 and achieve a passing FASS score. B. The LHC Board finance committee will be comprised of members who "specialize" in reviewing financial reports and providing feedback about the finances to the entire Board on a monthly basis commencing April 30, 2016. C. The Board guided by the Finance Committee shall review the annual audit and track required correction of findings and management issues (if any). D. Commission staff will provide updated financial policies and written procedures to HUD which incorporate recommendations identified in the financial review conducted by the DEC by within 30 days of receipt of the DEC review or July 31, 2016. The 1st Policy and SOP will be submitted for approval to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval.	

Action Plan- Goals and Timetables and Deliverables-Exhibit A to the Recovery Agreement between the Lansing Housing Commission and HUD

Item Number	Results and Determinations from Assessment	Desired Outcome	Statutory Measurement		Target Accomplishment Date	Goals & Timetables
			Baseline Data and PHAS Score as of 6/30/2014	Required PHAS Score		
AREA: FINANCE						
F001	The Commission has not received a standard financial score since 2011. The Housing Commission lacks the ability to effectively manage the LHC finances, as evidenced by the inability to facilitate the preparation of statements and reports to permit timely and effective audits resulting in LHC receiving Late Presumptive Failures (LPF) resulting in a FASS score of 0 for three consecutive reporting periods, FY 2012, FY2013 and FY 2014.	a) The Executive Director and financial management staff will be trained in financial management. b) Monthly financial statements including a year-to-date budgeted to actual revenue and expense statement and balance sheet should be prepared for each AMP and program area for the Board meeting and the AMP managers by no later than the 15th of the succeeding month. c) The Commission must provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, and must also include its year to date balance sheet, revenue and expense statement, and statement of cash flows. All monthly reports must contain and a comparison of budgets to actual costs. d) Prepare an annual budget prior to the beginning of the new fiscal year and submit the respective Board resolution form to the HUD Field Office prior to the budgeting, of the fiscal year, e) Complete bank reconciliations by the 12th of the succeeding month, f) Unaudited financials are submitted no later than 2 months after the Commission's fiscal year end. g) Audited financials are submitted that audited financial statements within 9 months after its fiscal year end. h) The PHA receives a standard FASS score and establishes a reasonable plan to achieve and sustain Standard Performer performance scores in FASS.	Current QR Score: 0 Current Menar Score: 0 Current DSCR Score: 0	Minimum QR Score: 7.2 Minimum MENAR Score: 6.6 Minimum DSCR Score: 1	a) 3/31/2016 b) - by beginning 4/30/2016	A. The Executive Director and finance management staff will receive training from Dickey May and a third party vendor. In addition, HUD assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Castertine & Associates and Asher. -B. Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting. The monthly financial statements including a year-to-date budgeted to actual revenue and expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. -C. The Commission shall provide monthly accounting reports to HUD by the 30th day of the succeeding month showing assets and liabilities, year to date balance sheets, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs. D. LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July 1, 2016. E. Complete bank reconciliations will be completed by a third party vendor by the 12th day of the succeeding month. F. Unaudited financial statements shall be submitted no later than 2 months after the Commission's fiscal year end (September 2, 2016). G. Audited financial statements shall be submitted within 9 months after its fiscal year end (March 31, 2017). H. The PHA shall achieve a standard FASS score and establish a reasonable plan to achieve and sustain Standard Performer scores in FASS by 4/30/2016 (or receipt of the FASS score from REAC.
F002	The Housing Commission lacks effective internal financial controls. The Housing Commission does not have effective internal controls, as evidenced by the Executive Director's lack of knowledge of the Housing Commission's day-to-day finances leading to an the excessive number of unpaid invoices and extremely low reserves.	a)The Housing Commission effectively creates, executes, and maintains plans, policies, and written financial procedures, including a cost allocation plan, that result in an efficient internal controls process as corroborated in annual independent audit.b) Document that internal controls have been instituted, all staff have been trained on these internal controls, and that said controls are sustainable. This is to include improvement in vendor payment documentation, quality controls, personnel costs, other contract administration, etc. c) Increase reserves at all AMPs by increasing occupancy to 96% and analyze expenses to achieve all cost savings possible.	Current QR Score: 0 Current Menar Score: 0 Current DSCR Score: 2	Minimum QR Score: 7.2 Minimum MENAR Score: 6.6 Minimum DSCR Score: 1	a) 5/31/2016 b) 6/30/2016 c) immediately and ongoing	A. The Housing Commission shall effectively create, execute, and maintain plans, policies, and develop written financial procedures that including a cost allocation plan that provides efficient internal controls processes as corroborated in the FY 2016 annual independent audit. B. LHC shall document that internal controls have been instituted (SOP's as created), all staff have been trained (evidenced by signed training acknowledgement forms) for new policies and procedures and these internal controls, and that said controls are sustainable (based on LHC demonstrating the controls are reasonable utilizing available staff, and/or contractors) along with oversight by the Executive Director, Dickey May and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, personnel costs, contract administration, etc. C. LHC shall increase reserves in by managing expenditures more closely seeking cost savings by partnering with outside resources and utilizing C's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July 1, 2016. E. Complete bank reconciliation

Action Plan- Goals and Timetables and Deliverables-Exhibit A to the Recovery Agreement between the Lansing Housing Commission and HUD

Item Number	Results and Determinations from Assessment	Desired Outcome	Statutory Measurement		Target Accomplishment Date	Goals & Timetables
			Baseline Data and PHAS Score as of 6/30/2014	Required PHAS Score		
F003	FSS escrows are not being tracked accurately and files do not contain adequate supporting documentation.	The Executive Director needs to set up a system whereby the Finance Division and the FSS coordinators meet on a quarterly basis to review the FSS participant's escrow account and to make any necessary adjustments. The outcome of each of these meetings should be documented in the tenant and financial files.			3/31/2016	The Executive Director shall submit a plan to the Board of Commissioners, at the February Board meeting, detailing a quarterly meeting between Finance, the FSS coordinator and HCV supervisor to review the FSS participant escrows to propose/make adjustments. The results shall be documented in each participant file showing such adjustments. The outcome of these meeting shall also be provided to the Board quarterly. The 1st meeting will occur by 4/15/2016 and quarterly on the 15 th day of the month thereafter.
AREA: MANAGEMENT						
M001	Based on the historical review of its occupancy rates of its public housing portfolio, the Housing Commission lacks capacity to manage its public housing units effectively.	a) The Executive Director enhances the housing commission's team knowledge, skills and abilities of the PH program area to effectively manage the LHC's entire Public Housing inventory via a training plan. B) The Housing Commission will adopt a timeline to re-occupy or demo/diso vacant units as of the date of this executed agreement. Each vacant unit will require a target date for occupancy or resolution and the identification of funding to ensure the Housing Commission has allocated appropriate resources to the plan.	Current occupancy score 94.0%	Increase Occupancy rate to 96%	a) 6/30/2016 b) 3/31/2016	A. The Executive Director shall enhance the commission's team knowledge, and skills of the LPH program and ability to effectively manage/operate the inventory by completing a training plan by May 31, 2016 and implementing the training plan by June 30, 2016. B. The Commission will adopt a timeline to re-occupy the vacant units as of the recovery plan date or demo/diso vacant units including a target date for occupancy or a resolution and identification of funding to address vacancies.
M002	The Housing Commission has failed to institute the required asset management model that includes project-based funding, project-based budgeting, project-based accounting, project-based management, and project-based performance assessment.	a) The Executive Director will provide the board an organizational structure with revised position descriptions and performance criteria that provides for project based budgeting, project based accounting, project based management and project based performance matrix. b) Ensure performance evaluations are conducted for each employee in accordance with LHC policy.		Adopt organizational structure and performance requirements of LHC staff.	a) 6/30/2016 b) 9/15/2016	A. The Executive Director will provide the Board with an organizational structure by June 30 2016, including position descriptions and performance criteria that reflect project based budgeting, project accounting, project based management and performance matrix. B. She shall also ensure performance evaluations are performed on each employee in accordance with LHC policy by 9/15/2016.
M003	There is a significant loss of revenue from rental income and operating subsidy generated by the high level of vacancies.	The Executive Director will provide the board monthly occupancy reports, cash flow statements and budget to actual financial statement for each AMP and provide an action plan to mitigate financial losses at the project level. This will be part of the regular board package.		Adopt project based reports for the board to review monthly.	4/30/2016	The Executive Director will provide monthly occupancy board reports including, cash flow statements, budget to actual financial statements for each AMP and a financial plan to mitigate any financial losses at the project level as a part of the regular board package by April 30, 2016.
AREA: SUSTAINABILITY						
				Develop and implement a Sustainability Plan in conjunction with the local governing entities and other community partners that supports the PHA's mission, addresses outstanding compliance deficiencies, and ensures sustainable performance of the PHA.		LHC shall develop and implement a sustainability Plan in conjunction with the local governing entities and community partners that supports our mission, addresses outstanding compliance deficiencies and ensures sustainable performance by 10/31/2016.
The Housing Authority shall submit monthly progress reports to the Field Office using this Action Plan as the reporting template commencing 3/1/16 and every Month thereafter until the Recovery Agreement is terminated.						



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February 24, 2016

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the Annual Certified Audit for Fiscal Year 2014 Resolution No. 1243

RECOMMENDATION:

Staff recommends adoption of Resolution No.1243, which approves the Lansing Housing Commission 2014 annual certified audit and authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, or her designee, to submit the audit into the U. S. Department of Housing and Urban Development's Financial Data System.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372-7996

SUMMARY:

This Resolution approves the 2014 Annual Certified Audit and authorizes submittal to HUD.

BACKGROUND:

LHC entered unaudited financial data into HUD's Financial Data System ("FDS") as required. As a check and balance to those entries Board approval of the annual certified audit is required before LHC can submit audited financial information into the FDS. The purpose of the Board's approval is to ensure the board has reviewed the contents and is knowledgeable of any audit identified financial, operational and governing weaknesses, unacceptable levels of checks and balances, management/operational concerns and/or program/policy compliance issues that should be addressed. This review of the audit also enables the board to identify problems which might require the board, in its fiduciary role, to ensure material financial concerns are addressed.

FINANCIAL CONSIDERATION:


There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the fiduciary responsibility of monitoring the Commission's financial operations, approving HUD Required Submissions and directing corrective actions as necessary. Approval of this audit after careful consideration of its contents and ensuring proper follow-up, if required, fulfills a major portion of the Board's financial oversight responsibility.

Respectfully Submitted,



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





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

Resolution No. 1243

Adopted By the Lansing Housing Commission

February 24, 2016

APPROVAL OF LHC's 2014 ANNUAL CERTIFIED AUDIT

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission herewith approves the 2014 Annual Certified Audit as prepared by Plante Moran. Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is directed to submit Lansing Housing Commission's 2014 Annual Certified Audited Financial records into the U. S. Department of Housing and Urban Development's ("HUD's") Financial Data System ("FDS").

Yeas

4

Nays

0

Abstentions

0

Bobby J. Joyce
CHAIR

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1243

DATE ADOPTED: 02/24/2016





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

Resolution No. 1244

Adopted By the Lansing Housing Commission

February 24, 2016

APPROVAL TO ENTER INTO A CONTRACT WITH BDO PHA FOR FINANCIAL SERVICES

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is authorized to enter into a contract with BDO PHA to provide financial services as described on the attached Scope of Services for an initial term of 1 year with 2 one year renewal options.

The annual fee for accounting services as described in the scope of services and the response to the RFP is a lump sum of \$46,920.00 or \$3,500 monthly. The initial year fees for Year End Close activities, FDS submission and Ratio Calculations is a flat fee of \$18,500.00. The combined total for both services is 65,420.00. In addition, other services are available at an hourly rate of:

\$195.00-\$200.00 - Partner
\$185.00-\$190.00 - Senior Director
\$155.00-\$180.00 - Manager
\$100.00-\$150.00 - Senior
\$85.00-\$95.00 - Accountant

All contract costs may increase at a rate of 5% per year. The initial 1 year contract, commencing March 1, 2016, is not to exceed \$85,000.00 (\$68,920 + up to \$16,080.00 for additional services and travel).

The year two contract is not to exceed \$90,000.00 including travel and additional services. The year 3 contract is not to exceed \$95,000 including travel and additional services.

Yeas

4

Nays

0

Abstentions

0

ATTEST

SECRETARY:

FOR CLERK USE ONLY

Bobby J. Joyce
CHAIR

RESOLUTION NO: 1244

DATE ADOPTED: 02/24/2016



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

	January 2015 Balance (N/A)	Period Amount	Balance
ASSETS			
1010-0000-111102 Cash-Security Deposits		-	15,825.00
1010-0000-111111 Chase Checking		(954,860.51)	1,595,620.09
1010-0000-112200 Accounts Receivable		(12,060.25)	12,678.44
1010-0000-112201 Allowance for Doubtful Accounts		9,173.25	(4,193.90)
1010-0000-114500 Accrued Interest Receivable		-	233.62
1010-5005-115700 Intercompany		976,297.05	(920,840.43)
1010-0000-116201 Investments Savings		-	126,427.70
1010-0000-121100 Prepaid Insurance		-	46,734.43
1010-0000-140000 Land		-	245,012.00
1010-3000-144000 Construction in Progress		2,971.39	779,549.21
1010-0000-146000 Dwelling Structures		-	10,128,850.16
1010-1010-146000 Dwelling Structures		-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &		-	108,364.65
1010-1010-146500 Dwelling Equipment - Ranges &		-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &		-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build		(23,108.15)	(8,500,867.29)
1010-1010-148100 Accumulated Depreciation-Build		(2,939.00)	(46,220.00)
1010-1010-148300 Accumulated Depreciation-Equip		-	(1,411.00)
TOTAL ASSETS	-	(4,526.22)	4,123,677.64
LIABILITIES			
1010-0000-200000 OPEB Liability		-	233,066.81
1010-0000-211400 Tenant Security Deposits		1,229.00	16,828.00
1010-0000-211999 Tenant Refunds		159.00	3,065.44
1010-0000-213500 Accrued Comp Absences - Curr		-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes		-	16,071.62
1010-0000-214000 Accrued Comp Absences - non curr		-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC		-	486,447.79
1010-0000-260601 Note Payable - Curr - PNC		-	25,000.00
TOTAL LIABILITIES	-	1,388.00	790,130.28
EQUITY			
1010-0000-280100 Invest C			2,433,904.00
1010-0000-280500 Unrestricted Net Assets			667,220.50
1010-0000-282000 Income and Expense Clearing		(5,914.22)	(299,577.03)
1010-1010-282000 Income and Expense Clearing			(19,356.80)
1010-3000-282000 Income and Expense Clearing			551,356.69
TOTAL EQUITY	-	(5,914.22)	3,333,547.36
TOTAL LIABILITIES & EQUITY	-	(4,526.22)	4,123,677.64

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for January 2016**

	January 2016 Balance (N/A)	Period Amount	Balance
ASSETS			
1020-0000-111101 General Fund Checking		(187.57)	(562.71)
1020-0000-111102 Cash-Security Deposits		-	23,624.00
1020-0000-111111 Chase Checking		363,220.06	(100,834.51)
1020-0000-112200 Accounts Receivable		7,662.47	22,656.60
1020-0000-112201 Allowance for Doubtful Accounts		(1,970.20)	(7,006.60)
1020-0000-114500 Accrued Interest Receivable		-	233.62
1020-5005-115700 Intercompany		(359,976.30)	141,925.16
1020-0000-116201 Investments Savings		-	126,427.70
1020-0000-121100 Prepaid Insurance		-	37,859.87
1020-0000-140000 Land		-	389,091.00
1020-3000-144000 Construction in Progress		-	179,821.14
1020-0000-146000 Dwelling Structures		-	13,248,990.65
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		(26,562.13)	(10,716,734.80)
1020-1020-148100 Accumulated Depreciation-Build		(4,904.00)	(67,073.00)
1020-1020-148300 Accumulated Depreciation-Equip		-	(12,401.00)
TOTAL ASSETS	-	(22,717.67)	4,255,222.77
LIABILITIES			
1020-0000-200000 OPEB Liability		-	151,360.24
1020-0000-211400 Tenant Security Deposits		(238.00)	23,499.00
1020-0000-211999 Tenant Refunds		304.00	5,493.13
1020-0000-213400 Utility Accrual		-	0.01
1020-0000-213500 Accrued Comp Absences - Curr		-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes		-	10,610.76
1020-0000-214000 Accrued Comp Absences - non curr		-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC		-	812,348.94
1020-0000-260601 Note Payable - Curr - PNC		-	41,000.00
TOTAL LIABILITIES	-	66.00	1,058,567.16
EQUITY			
1020-0000-280100 Invest C			3,764,889.00
1020-0000-280500 Unrestricted Net Assets			103,144.50
1020-0000-282000 Income and Expense Clearing		(22,783.67)	(721,266.50)
1020-1020-282000 Income and Expense Clearing			(45,146.00)
1020-3000-282000 Income and Expense Clearing			95,034.61
TOTAL EQUITY	-	(22,783.67)	3,196,655.61
TOTAL LIABILITIES & EQUITY	-	(22,717.67)	4,255,222.77

Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for January 2016

	January 2015 Balance (N/A)	Period Amount	Balance
ASSETS			
1080-0000-111102 Cash-Security Deposits		-	28,261.00
1080-0000-111111 Chase Checking		369,642.81	509,016.83
1080-0000-112200 Accounts Receivable		(5,097.65)	17,435.31
1080-0000-112201 Allowance for Doubtful Accounts		6,563.00	(3,420.56)
1080-0000-114500 Accrued Interest Receivable		-	233.62
1080-5005-115700 Intercompany		(330,896.83)	547,619.36
1080-0000-116201 Investments Savings		-	126,427.70
1080-0000-121100 Prepaid Insurance		-	53,931.28
1080-0000-140000 Land		-	499,084.00
1080-3000-144000 Construction in Progress		-	9,619.84
1080-0000-146000 Dwelling Structures		-	12,264,842.84
1080-1080-146000 Dwelling Structures		-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &		-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build		(21,243.91)	(9,549,880.97)
1080-1080-148100 Accumulated Depreciation-Build		(2,893.00)	(46,886.00)
TOTAL ASSETS	-	16,074.42	5,076,011.90
LIABILITIES			
1080-0000-200000 OPEB Liability		-	219,147.50
1080-0000-211100 Accounts Payable		(1,146.50)	-
1080-0000-211400 Tenant Security Deposits		(167.00)	29,887.00
1080-0000-211999 Tenant Refunds		19.00	2,732.38
1080-0000-213500 Accrued Comp Absences - Curr		-	11,437.58
1080-0000-213700 Payment in Lieu of Taxes		-	11,663.96
1080-0000-214000 Accrued Comp Absences - non curr		-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC		-	479,426.45
1080-0000-260601 Note Payable - Curr - PNC		-	24,000.00
TOTAL LIABILITIES	-	(1,294.50)	783,535.01
EQUITY			
1080-0000-280100 Invest C			4,031,104.00
1080-0000-280500 Unrestricted Net Assets			690,567.50
1080-0000-282000 Income and Expense Clearing		17,368.92	(559,300.19)
1080-1080-282000 Income and Expense Clearing			(26,635.00)
1080-3000-282000 Income and Expense Clearing			156,740.49
TOTAL EQUITY	-	17,368.92	4,292,476.80
TOTAL LIABILITIES & EQUITY	-	16,074.42	5,076,011.81

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

	January 2015 Balance (N/A)	Period Amount	Balance
ASSETS			
1090-0000-111102 Cash-Security Deposits		-	18,649.00
1090-0000-111111 Chase Checking		343,878.65	463,139.79
1090-0000-112200 Accounts Receivable		(24,807.45)	14,305.95
1090-0000-112201 Allowance for Doubtful Accounts		5,320.58	(2,367.26)
1090-0000-114500 Accrued Interest Receivable		-	233.62
1090-5005-115700 Intercompany		(303,124.08)	447,340.25
1090-0000-116201 Investments Savings		-	126,427.70
1090-0000-121100 Prepaid Insurance		-	35,629.37
1090-0000-140000 Land		-	231,584.00
1090-0000-144000 Construction in Progress		-	2,699.76
1090-3000-144000 Construction in Progress		-	46,376.00
1090-0000-146000 Dwelling Structures		-	10,493,615.80
1090-1090-146000 Dwelling Structures		-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &		-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build		(18,810.02)	(8,144,949.55)
1090-1090-148100 Accumulated Depreciation-Build		(660.00)	(10,692.00)
TOTAL ASSETS	-	1,697.68	4,082,384.14
LIABILITIES			
1090-0000-200000 OPEB Liability		-	129,880.07
1090-0000-211100 Accounts Payable		(3,810.00)	-
1090-0000-211400 Tenant Security Deposits		(1,132.00)	17,947.00
1090-0000-211999 Tenant Refunds		80.00	9,753.00
1090-0000-213500 Accrued Comp Absences - Curr		-	12,066.60
1090-0000-213700 Payment in Lieu of Taxes		-	22,414.73
1090-0000-214000 Accrued Comp Absences - non curr		-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC		-	109,758.60
1090-0000-260601 Note Payable - Curr - PNC		-	5,000.00
TOTAL LIABILITIES	-	(4,862.00)	312,348.33
EQUITY			
1090-0000-280100 Invest C			3,083,846.00
1090-0000-280500 Unrestricted Net Assets			341,580.50
1090-0000-282000 Income and Expense Clearing		6,559.68	25,029.29
1090-1090-282000 Income and Expense Clearing			(6,072.00)
1090-3000-282000 Income and Expense Clearing			325,652.02
TOTAL EQUITY	-	6,559.68	3,770,035.81
TOTAL LIABILITIES & EQUITY	-	1,697.68	4,082,384.14

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

	January 2015 Balance (N/A)	Period Amount	Balance
ASSETS			
5005-0000-111105 LHC-Payroll Account		(9,704.96)	(2,246.06)
5005-0000-111111 Chase Checking		18,524.36	89,137.44
5005-0000-112954 Accounts Receivables-Misc		-	51,000.00
5005-0000-115700 Intercompany		-	(2,176.26)
5005-1010-115700 Intercompany		(976,297.05)	920,840.43
5005-1020-115700 Intercompany		359,976.30	(141,925.16)
5005-1030-115700 Intercompany		-	(6,251.86)
5005-1060-115700 Intercompany		-	1,826.19
5005-1080-115700 Intercompany		330,896.83	(547,619.36)
5005-1090-115700 Intercompany		303,124.08	(447,340.25)
5005-4001-115700 Intercompany		-	879,491.00
5005-8001-115700 Intercompany		(8,181.45)	(322,958.42)
5005-8002-115700 Intercompany		(41,026.95)	298,340.23
5005-8004-115700 Intercompany		-	483,527.42
5005-8005-115700 Intercompany		(27,595.05)	(26,397.53)
5005-8010-115700 Intercompany		67,253.39	80,442.74
5005-8020-115700 Intercompany		(25,772.22)	(68,450.75)
5005-8021-115700 Intercompany		26,866.48	176,564.26
5005-9101-115700 Intercompany		-	48,758.62
5005-0000-121100 Prepaid Insurance		-	2,485.17
5005-0000-140000 Land		-	201,450.00
5005-0000-146000 Dwelling Structures		-	859,480.00
5005-0000-146500 Dwelling Equipment - Ranges &		-	402,147.00
5005-0000-148100 Accumulated Depreciation-Build		(9,112.04)	(872,710.61)
5005-0000-150101 Other Assets		-	36,075.42
TOTAL ASSETS	-	8,951.72	2,093,489.66
LIABILITIES			
5005-0000-200000 OPEB Liability		-	125,588.00
5005-0000-211100 Accounts Payable		-	4,476.23
5005-0000-211704 Health Insurance W/H		(12,020.89)	1,782.78
5005-0000-212000 Accrued Payroll		-	3,717.25
5005-0000-213500 Accrued Comp Absences - Curr		-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr		-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport		(3,907.12)	495,532.32
5005-0000-260701 Note Payable - Curr - Davenport		-	47,000.00
TOTAL LIABILITIES	-	(15,928.01)	704,411.71
EQUITY			
5005-0000-280100 Invest C			262,161.00
5005-0000-280500 Unrestricted Net Assets			479,602.00
5005-0000-282000 Income and Expense Clearing		24,879.73	874,772.43
5005-3000-282000 Income and Expense Clearing			(227,457.48)
TOTAL EQUITY	-	24,879.73	1,389,077.95
TOTAL LIABILITIES & EQUITY	-	8,951.72	2,093,489.66

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

	January 2016 Balance (N/A)	Period Amount	Balance
ASSETS			
8001-0000-111111 Chase Checking		11,280.36	145,859.74
8002-0000-111111 Chase Checking		76,202.08	1,830,459.15
8004-0000-111111 Chase Checking		(54,996.75)	(161,985.54)
8001-5005-115700 Intercompany		8,181.45	322,958.42
8002-5005-115700 Intercompany		41,026.95	(298,340.23)
8004-5005-115700 Intercompany		-	(483,527.42)
8001-0000-121100 Prepaid Insurance		-	17,569.74
8001-0000-146500 Dwelling Equipment - Ranges &		-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build		-	(26,070.02)
8002-0000-148100 Accumulated Depreciation-Build		(68.42)	(478.94)
TOTAL ASSETS	-	81,625.67	1,374,040.90
LIABILITIES			
8001-0000-200000 OPEB Liability		-	334,863.00
8001-0000-211100 Accounts Payable		(101.32)	4,736.53
8002-8002-211100 Accounts Payable		-	2,188.93
8001-0000-213500 Accrued Comp Absences - Curr		-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr		-	8,044.70
TOTAL LIABILITIES	-	(101.32)	367,392.20
EQUITY			
8001-0000-280500 Unrestricted Net Assets		-	(91,196.00)
8001-0000-282000 Income and Expense Clearing		19,563.13	216,317.32
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		117,160.61	20,273,435.85
8002-8002-282000 Income and Expense Clearing		-	(19,353,621.79)
8004-8004-282000 Income and Expense Clearing		(54,996.75)	(645,512.96)
TOTAL EQUITY	-	81,726.99	1,006,648.70
TOTAL LIABILITIES & EQUITY	-	81,625.67	1,374,040.90

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

	January 2015 Balance (N/A)	Period Amount	Balance
ASSETS			
8020-0000-111101 General Fund Checking		(25,772.22)	(75,628.61)
8021-8021-111101 General Fund Checking		-	-
8021-0000-111111 Chase Checking		-	190,771.00
8020-5005-115700 Intercompany		25,772.22	68,450.75
8021-5005-115700 Intercompany		(26,866.48)	(153,103.44)
TOTAL ASSETS	-	(26,866.48)	30,489.70
LIABILITIES			
8020-0000-200000 OPEB Liability		-	4,228.00
8021-8021-211100 Accounts Payable		-	3,995.46
8021-0000-213500 Accrued Comp Absences - Curr		-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr		-	549.41
TOTAL LIABILITIES	-	-	9,972.07
EQUITY			
8021-0000-280500 Unrestricted Net Assets		-	(40,523.00)
8020-0000-282000 Income and Expense Clearing		-	(11,405.86)
8021-0000-282000 Income and Expense Clearing		(26,866.48)	626,645.00
8021-8021-282000 Income and Expense Clearing		-	(554,198.51)
TOTAL EQUITY	-	(26,866.48)	20,517.63
TOTAL LIABILITIES & EQUITY	-	(26,866.48)	30,489.70

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 219,005	\$ 215,999	\$ 3,006	\$ 370,284	\$ 154,285
Tenant Revenue - Other	13,637	2,975	10,662	5,100	2,125
Total Tenant Revenue	<u>\$ 232,642</u>	<u>\$ 218,974</u>	<u>\$ 13,668</u>	<u>\$ 375,384</u>	<u>\$ 156,410</u>
HUD PHA Operating Grants	369,475	443,044	(73,569)	759,504	316,460
CFP Operational Income	57,210		57,210		-
Fraud Recovery and Other	92,011	16,625	75,386	28,500	11,875
Total Operating Revenue	<u>\$ 751,338</u>	<u>\$ 678,643</u>	<u>\$ 72,695</u>	<u>\$ 1,163,388</u>	<u>\$ 484,745</u>
			-		
Administrative Salaries	\$ 41,840.54	\$ 63,042.00	\$ (21,201.46)	\$ 108,072.00	\$ 45,030.00
Auditing Fees	373	3,178	(2,805)	5,448	2,270
Management Fees	59,490	62,384	(2,894)	106,944	44,560
Bookkeeping Fees	9,610	10,073	(463)	17,268	7,195
Employee Benefits Contributions - Administrativ	13,518	33,425	(19,907)	57,300	23,875
Office Expenses	38,433	4,783	33,650	8,200	3,417
Legal Expense	7,140	9,625	(2,485)	16,500	6,875
Travel	-	414	(414)	710	296
Other	4,665	5,664	(999)	9,710	4,046
Tenant Services - Other	2,496	5,075	(2,579)	8,700	3,625
Water	45,280	56,006	(10,726)	96,010	40,004
Electricity	24,595	18,667	5,928	32,000	13,333
Gas	16,692	49,583	(32,892)	85,000	35,417
Other Utilities Expense	86	2,188	(2,101)	3,750	1,563
Ordinary Maintenance and Operations - Labor	77,713	65,061	12,652	116,716	51,655
Ordinary Maintenance and Operations - Material	55,733	59,304	(3,571)	101,664	42,360
Ordinary Maintenance and Operations - Contrac	111,380	76,504	34,876	131,149	54,645
Employee Benefits Contributions - Ordinary	30,146	59,262	(29,116)	106,312	47,050
Protective Services - Other Contract Costs	1,414	1,400	14	2,400	1,000
Property Insurance	7,636	15,696	(8,061)	26,908	11,212
Liability Insurance	9,132	9,708	(576)	16,642	6,934
Workers Compensation	2,144	2,422	(278)	4,152	1,730
All Other Insurance	553	725	(172)	1,242	518
Other General Expenses	78,391	16,485	61,906	28,260	11,775
Compensated Absences	-	-	-	-	-
Payments in Lieu of Taxes	-	9,165	(9,165)	15,711	6,546
Bad debt - Tenant Rents	4,526	10,800	(6,274)	18,514	7,714
Interest Expense	8,635	22,229	(13,594)	38,106	15,878
Total Operating Expenses	<u>\$ 651,621</u>	<u>\$ 672,866</u>	<u>\$ (21,246)</u>	<u>\$ 1,163,388</u>	<u>\$ 490,522</u>
Net Income (Loss)	<u>\$ 99,717</u>	<u>\$ 5,777</u>	<u>\$ 93,941</u>	<u>\$ -</u>	<u>\$ (5,777)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 225,384	\$ 235,242	\$ (9,858)	\$ 403,272	\$ 168,030
Tenant Revenue - Other	17,278	19,857	(2,579)	34,040	14,183
Total Tenant Revenue	<u>\$ 242,662</u>	<u>\$ 255,099</u>	<u>\$ (12,437)</u>	<u>\$ 437,312</u>	<u>\$ 182,213</u>
HUD PHA Operating Grants	405,147	482,524	(77,377)	827,184	344,660
CFP Operational Income	107,762	18,259	89,503	31,301	13,042
Fraud Recovery and Other	107,756	5,950	101,806	10,200	4,250
			-		
Total Operating Revenue	<u>\$ 863,327</u>	<u>\$ 761,832</u>	<u>\$ 101,495</u>	<u>\$ 1,305,997</u>	<u>\$ 544,165</u>
			-		
Administrative Salaries	\$ 36,920	\$ 63,377	\$ (26,457)	\$ 122,562	\$ 59,185
Auditing Fees	373	3,443	(3,070)	5,902	2,459
Management Fees	68,639	67,942	697	116,472	48,530
Bookkeeping Fees	11,087	10,976	111	18,816	7,840
Employee Benefits Contributions - Administrative	13,729	30,738	(17,009)	59,448	28,710
Office Expenses	16,984	4,375	12,609	7,500	3,125
Legal Expense	9,097	10,850	(1,753)	18,600	7,750
Travel	505	642	(137)	1,100	458
Other	10,721	7,198	3,523	12,340	5,142
Tenant Services - Other	2,128	3,908	(1,781)	6,700	2,792
Water	45,917	45,208	709	77,500	32,292
Electricity	14,655	8,750	5,905	15,000	6,250
Gas	16,614	35,000	(18,386)	60,000	25,000
Other Utilities Expense	-	7,700	(7,700)	13,200	5,500
Ordinary Maintenance and Operations - Labor	65,414	83,441	(18,027)	155,998	72,557
Ordinary Maintenance and Operations - Material	58,939	82,587	(23,648)	141,577	58,990
Ordinary Maintenance and Operations - Contract	102,733	106,721	(3,988)	182,950	76,229
Employee Benefits Contributions - Ordinary	22,614	68,967	(46,353)	128,937	59,970
Protective Services - Other Contract Costs	1,229	2,158	(929)	3,700	1,542
Property Insurance	9,259	16,349	(7,089)	28,026	11,678
Liability Insurance	5,244	8,612	(3,369)	14,764	6,152
Workers Compensation	1,157	270	888	462	193
All Other Insurance	553	1,115	(562)	1,911	796
Other General Expenses	62,152	16,363	45,790	28,050	11,688
Compensated Absences	-	-	-	-	-
Payments in Lieu of Taxes	75	16,349	(16,274)	28,026	11,678
Bad debt - Tenant Rents	581	11,762	(11,181)	20,164	8,402
Interest Expense	14,391	21,170	(6,780)	36,292	15,122
Total Operating Expenses	<u>\$ 591,708</u>	<u>\$ 735,970</u>	<u>\$ (144,261)</u>	<u>\$ 1,305,997</u>	<u>\$ 570,027</u>
Net Income (Loss)	<u>\$ 271,618</u>	<u>\$ 25,862</u>	<u>\$ 245,756</u>	<u>\$ -</u>	<u>\$ (25,862)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 219,819	\$ 227,759	\$ (7,940)	\$ 390,444	\$ 162,685
Tenant Revenue - Other	13,968	16,275	(2,307)	27,900	11,625
Total Tenant Revenue	<u>\$ 233,787</u>	<u>\$ 244,034</u>	<u>\$ (10,247)</u>	<u>\$ 418,344</u>	<u>\$ 174,310</u>
HUD PHA Operating Grants	556,661	467,173	89,488	800,868	333,695
CFP Operational Income	65,631	54,049	11,583	92,655	38,606
Fraud Recovery and Other	92,865	7,583	85,281	13,000	5,417
Total Operating Revenue	<u>\$ 948,944</u>	<u>\$ 772,839</u>	<u>\$ 176,105</u>	<u>\$ 1,324,867</u>	<u>\$ 552,028</u>
Administrative Salaries	\$ 41,337	\$ 45,477	\$ (4,140)	\$ 89,332	\$ 43,855
Auditing Fees	373	3,443	(3,070)	5,902	2,459
Management Fees	65,944	65,779	165	112,766	46,987
Bookkeeping Fees	10,652	10,624	28	18,212	7,588
Employee Benefits Contributions - Administrative	10,657	18,654	(7,997)	36,644	17,990
Office Expenses	18,582	4,958	13,623	8,500	3,542
Legal Expense	11,199	10,325	874	17,700	7,375
Travel	1,146	963	183	1,650	688
Other	12,369	5,784	6,586	9,915	4,131
Tenant Services - Other	2,051	2,625	(574)	4,500	1,875
Water	23,744	48,942	(25,198)	83,900	34,958
Electricity	21,948	23,042	(1,094)	39,500	16,458
Gas	15,239	49,875	(34,636)	85,500	35,625
Other Utilities Expense	-	7,875	(7,875)	13,500	5,625
Ordinary Maintenance and Operations - Labor	80,835	83,201	(2,366)	152,996	69,795
Ordinary Maintenance and Operations - Material	45,283	67,276	(21,993)	115,331	48,055
Ordinary Maintenance and Operations - Contract	94,506	121,625	(27,119)	208,500	86,875
Employee Benefits Contributions - Ordinary	39,459	69,592	(30,133)	127,972	58,380
Protective Services - Other Contract Costs	2,529	2,333	196	4,000	1,667
Property Insurance	9,985	22,236	(12,251)	38,119	15,883
Liability Insurance	9,378	9,708	(330)	16,642	6,934
Workers Compensation	1,509	3,234	(1,725)	5,544	2,310
All Other Insurance	553	1,951	(1,398)	3,344	1,393
Other General Expenses	70,223	21,671	48,552	37,150	15,479
Compensated Absences	-	-	-	-	-
Payments in Lieu of Taxes	284	12,277	(11,994)	21,047	8,770
Bad debt - Tenant Rents	3,976	11,388	(7,412)	19,522	8,134
Interest Expense	8,501	27,521	(19,020)	47,179	19,658
Total Operating Expenses	<u>\$ 602,263</u>	<u>\$ 752,378</u>	<u>\$ (150,115)</u>	<u>\$ 1,324,867</u>	<u>\$ 572,489</u>
Net Income (Loss)	<u>\$ 346,682</u>	<u>\$ 20,461</u>	<u>\$ 326,220</u>	<u>\$ -</u>	<u>\$ (20,461)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 250,812	\$ 211,722	\$ 39,090	\$ 362,952	\$ 151,230
Tenant Revenue - Other	25,395	34,125	(8,730)	58,500	24,375
Total Tenant Revenue	<u>\$ 276,207</u>	<u>\$ 245,847</u>	<u>\$ 30,360</u>	<u>\$ 421,452</u>	<u>\$ 175,605</u>
HUD PHA Operating Grants	485,936	434,273	51,663	744,468	310,195
CFP Operational Income	46,268	66,476	(20,208)	113,959	47,483
Fraud Recovery and Other	92,046	6,446	85,600	11,050	4,604
Total Operating Revenue	<u>\$ 900,456</u>	<u>\$ 753,042</u>	<u>\$ 147,415</u>	<u>\$ 1,290,929</u>	<u>\$ 537,887</u>
Administrative Salaries	\$ 26,667	\$ 48,729	\$ (22,062)	\$ 88,174	\$ 39,445
Auditing Fees	373	3,178	(2,805)	5,448	2,270
Management Fees	61,765	61,145	620	104,824	43,679
Bookkeeping Fees	9,976	9,877	99	16,929	7,052
Employee Benefits Contributions - Administrative	17,354	36,115	(18,761)	65,350	29,235
Office Expenses	19,232	2,917	16,316	5,000	2,083
Legal Expense	13,425	11,375	2,050	19,500	8,125
Travel	252	292	(40)	500	208
Other	6,577	5,215	1,362	8,940	3,725
Tenant Services - Other	3,564	2,625	939	4,500	1,875
Water	45,703	68,775	(23,072)	117,900	49,125
Electricity	47,421	64,167	(16,746)	110,000	45,833
Gas	28,310	39,667	(11,357)	68,000	28,333
Other Utilities Expense	598	6,067	(5,469)	10,400	4,333
Ordinary Maintenance and Operations - Labor	104,950	86,825	18,125	156,615	69,790
Ordinary Maintenance and Operations - Material	51,447	52,250	(803)	89,571	37,321
Ordinary Maintenance and Operations - Contract	56,677	78,079	(21,402)	133,850	55,771
Employee Benefits Contributions - Ordinary	30,930	58,371	(27,441)	105,291	46,920
Protective Services - Other Contract Costs	6,840	8,750	(1,910)	15,000	6,250
Property Insurance	4,907	10,464	(5,557)	17,939	7,475
Liability Insurance	9,959	9,708	251	16,642	6,934
Workers Compensation	1,509	3,234	(1,725)	5,544	2,310
All Other Insurance	553	1,504	(952)	2,579	1,075
Other General Expenses	52,040	18,521	33,519	31,750	13,229
Compensated Absences	-	-	-	-	-
Payments in Lieu of Taxes	378	6,323	(5,945)	10,840	4,517
Bad debt - Tenant Rents	14,110	10,586	3,524	18,148	7,562
Interest Expense	1,941	35,989	(34,048)	61,695	25,706
Total Operating Expenses	<u>\$ 617,457</u>	<u>\$ 740,747</u>	<u>\$ (123,290)</u>	<u>\$ 1,290,929</u>	<u>\$ 550,182</u>
Net Income (Loss)	<u>\$ 282,999</u>	<u>\$ 12,295</u>	<u>\$ 270,704</u>	<u>\$ -</u>	<u>\$ (12,295)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
Management Fee	\$ 369,675	\$ 257,250	\$ 112,425	\$ 441,000	\$ 183,750
Bookkeeping Fee	41,325	65,764	(24,440)	112,097	46,333
Other Revenue	36,101	159,584	(123,483)	282,144	122,560
Total Operating Revenue	\$ 447,101	\$ 482,598	\$ (35,497)	\$ 835,241	\$ 352,643
Administrative Salaries	\$ 88,034	\$ 74,900	\$ 13,134	\$ 128,400	\$ 53,500
Auditing Fees	5,479	2,648	2,831	4,540	1,892
Employee Benefits Contributions - Administrative	29,124	42,301	(13,177)	72,516	30,215
Office Expenses	9,751	4,032	5,719	6,912	2,880
Legal Expense	207	5,833	(5,626)	10,000	4,167
Travel	5,240	2,917	2,323	5,000	2,083
Other	4,102	702	3,400	1,203	501
Tenant Services - Other	564	-	564	-	-
Water	1,134	3,535	(2,401)	6,060	2,525
Electricity	5,230	17,500	(12,270)	30,000	12,500
Gas	416	2,917	(2,501)	5,000	2,083
Other Utilities Expense		4,415	(4,415)	7,568	3,153
Ordinary Maintenance and Operations - Material	3,596	7,035	(3,439)	12,060	5,025
Ordinary Maintenance and Operations - Contract	11,267	10,152	1,115	17,404	7,252
Protective Services - Other Contract Costs	362	1,595	(1,233)	2,735	1,140
Property Insurance	869	9,039	(8,170)	15,496	6,457
Liability Insurance	328	753	(425)	1,290	538
Workers Compensation	231	2,226	(1,995)	3,816	1,590
All Other Insurance	3,864	209	3,654	359	150
Other General Expenses	34,368	259,515	(225,146)	444,882	185,368
Compensated Absences	-	-	-	-	-
Interest Expense	7,813	35,000	(27,187)	60,000	25,000
Total Operating Expenses	\$ 211,979	\$ 487,224	\$ (275,245)	\$ 835,241	\$ 348,017
Net Income (Loss)	\$ 235,122	\$ (4,626)	\$ 239,747	\$ -	\$ 4,626

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

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,062,696	\$ 6,075,059	\$ (12,363)	\$ 10,414,386	\$ 4,339,328
Other Revenue	18	14,583	(14,565)	25,000	10,417
Fraud Recovery	3,619	7,000	(3,381)	12,000	5,000
Total Operating Revenue	<u>\$ 6,066,333</u>	<u>\$ 6,096,642</u>	<u>\$ (30,309)</u>	<u>\$ 10,451,386</u>	<u>\$ 4,354,744</u>
Administrative Salaries	\$ 133,903	\$ 160,805	\$ (26,902)	\$ 284,595	\$ 123,790
Auditing Fees	-	10,593	(10,593)	18,160	7,567
Management Fee	113,837	96,686	17,151	165,748	69,062
Bookkeeping Fee	-	-	-	-	-
Employee Benefits Contributions - Administrative	43,275	82,011	(38,736)	145,142	63,131
Office Expenses	70,018	4,550	65,468	7,800	3,250
Legal Expense	-	6,417	(6,417)	11,000	4,583
Travel	1,311	350	961	600	250
Other	20,602	22,342	(1,740)	38,300	15,958
Tenant Services - Other	-	-	-	-	-
Water	-	992	(992)	1,700	708
Electricity	817	13,183	(12,367)	22,600	9,417
Gas	20	2,917	(2,897)	5,000	2,083
Other Utilities Expense	-	233	(233)	400	167
Ordinary Maintenance and Operations - Contract	8,621	-	8,621	-	-
Protective services - Other Contract Costs	362	-	362	-	-
Property Insurance	313	-	313	-	-
Liability Insurance	11,360	8,614	2,746	14,767	6,153
Workers Compensation	1,391	4,389	(2,998)	7,524	3,135
Other General Expenses	25,537	46,999	(21,462)	80,570	33,571
Compensated Absences	-	-	-	-	-
Housing Assistance Payments	5,216,922	5,591,628	(374,706)	9,585,648	3,994,020
Bad Debt - Tenant Rents	-	-	-	-	-
Interest Expense	-	-	-	-	-
Total Operating Expenses	<u>\$ 5,648,288</u>	<u>\$ 6,052,709</u>	<u>\$ (404,421)</u>	<u>\$ 10,389,554</u>	<u>\$ 4,336,845</u>
Net Income (Loss)	<u>\$ 418,044</u>	<u>\$ 43,933</u>	<u>\$ 374,112</u>	<u>\$ 61,832</u>	<u>\$ 17,899</u>

**Lansing Housing Commission
Budget vs. Actual
Shelter Plus Care
For the Period Ending January 31, 2016**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 240,235	\$ 200,659	\$ 39,577	\$ 343,986	\$ 143,328
			-		-
Total Operating Revenue	<u>\$ 240,235</u>	<u>\$ 200,659</u>	<u>\$ 39,577</u>	<u>\$ 343,986</u>	<u>\$ 143,328</u>
			-		-
Administrative Salaries	\$ 7,857	\$ -	\$ 7,857	\$ -	\$ -
Auditing Fees	-	-	-	-	-
Management Fee	-	-	-	-	-
Bookkeeping Fee	-	-	-	-	-
Employee Benefits Contributions - Administrative	-	-	-	-	-
Office Expenses	-	-	-	-	-
Legal Expense	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-
Water	-	-	-	-	-
Electricity	-	-	-	-	-
Gas	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	-	-	-	-	-
Protective services - Other Contract Costs	-	-	-	-	-
Property Insurance	-	-	-	-	-
Liability Insurance	-	-	-	-	-
Workers Compensation	-	-	-	-	-
Other General Expenses	-	-	-	-	-
Compensated Absences	-	-	-	-	-
Housing Assistance Payments	183,186	200,659	(17,472)	343,986	143,328
Bad Debt - Tenant Rents	-	-	-	-	-
Interest Expense	-	-	-	-	-
Total Operating Expenses	<u>\$ 191,044</u>	<u>\$ 200,659</u>	<u>\$ (9,615)</u>	<u>\$ 343,986</u>	<u>\$ 143,328</u>
Net Income (Loss)	<u>\$ 49,192</u>	<u>\$ -</u>	<u>\$ 49,192</u>	<u>\$ -</u>	<u>\$ -</u>

LANSING HOUSING COMMISSION
CASH FLOW - January 2016

	Mt. Vernon Chase	Hilderbrandt Chase	LaRoy Froh Chase	So. Washington Chase	COCC Chase	COCC Payroll	HCV Admin Chase	HCV OPNS Chase
	890943343	157857730	157857790	157857770	890943350	890943319	157857760	890943335
ENDING BANK CASH BALANCE 12/31/2015	1,872,318.76	108,028.94	306,793.48	220,461.82	151,916.21	48,028.02	166,290.13	1,784,032.71
ADD:								
Interest								
Rent Deposits	33,915.97	34,037.67	32,526.57	42,668.22				
Other Deposits					4,013.70			6,904.07
HUD Deposits	266,929.64							
HAP Subsidy								812,066.00
Admin Subsidy								72,126.00
FSS Subsidy								8,308.00
Transfer from COCC Chase						13,042.34		
Transfer from Mt. Vernon		347,446.00	329,274.00	375,168.67	10,351.00	18,679.94	1,766.00	
Transfer from Hilderbrandt					11,273.00			
Transfer from LaRoy Froh					10,915.00	18,814.03		
Transfer from So. Washington	72,256.67				10,146.00	14,231.78		
Transfer from HCV Admin					14,803.00	36,878.43		
Transfer from HCVOPNS							72,126.00	
Transfer from FSS								27,595.05
TOTAL DEPOSITS	373,102.28	381,483.67	361,800.57	417,836.89	61,501.70	101,646.52	73,892.00	926,999.12
LESS:								
Transfer to COCC Chase	(10,351.00)	(11,273.00)	(10,915.00)	(10,146.00)	(13,042.34)		(14,803.00)	
Transfer to Mt. Vernon				(72,256.67)				
Transfer to Hilderbrandt	(347,446.00)							
Transfer to LaRoy Froh	(329,274.00)							
Transfer to So. Washington	(375,168.67)							
Transfer to COCC Payroll	(18,679.94)		(18,814.03)	(14,231.78)			(36,878.43)	
Transfer to HCV Admin	(1,766.00)							(72,126.00)
Transfer to HCVOPNS								(68,622.00)
Transfer to Permanent Supportive								(690,433.72)
HAP Direct Deposits								
Payroll (Net Pay)						(67,557.66)	(45,086.54)	
Payroll Taxes and Deductions						(29,310.91)		(2,160.07)
ADP Invoice Fees						(1,716.95)		
Checks Paid	(3,720.00)	(46,611.86)	(42,700.78)	(27,317.38)	(13,145.36)	(705.84)	(14,619.14)	(66.00)
Vendor Electronic Withdrawals	(5,205.48)	(14,797.57)	(15,610.06)	(2,880.59)	(12,539.48)		(20,222.55)	
Fees and Other Withdrawals	(66,952.77)		(163.00)	(25.00)	(2,728.25)	(5,662.98)		(60,528.67)
TOTAL PAYMENTS	(1,158,563.86)	(72,682.43)	(88,202.87)	(126,857.42)	(41,455.43)	(104,954.34)	(131,609.66)	(893,936.46)
ENDING BANK CASH BALANCE 1/31/2016	1,086,857.18	416,830.18	580,391.18	511,441.29	171,962.48	44,720.20	108,572.47	1,817,095.37

**LANSING HOUSING COMMISSION
CASH FLOW - January 2016**

	Shelter Plus Care Chase	Permanent Supportive Chase	Family Self-Sufficiency (FSS) Chase	LHC Money Market Chase	Total
	157857750	157857780	890943376	890943378	
ENDING BANK CASH BALANCE 12/31/2015	193,020.68	-	108,164.88	13,033.71	4,972,089.34
ADD:					
Interest			4.61	0.58	5.19
Rent Deposits					143,148.43
Other Deposits		39,879.50			50,797.27
HUD Deposits					266,929.64
HAP Subsidy					812,066.00
Admin Subsidy					72,126.00
FSS Subsidy					8,308.00
Transfer from COCC Chase					13,042.34
Transfer from Mt. Vernon					1,082,685.61
Transfer from Hilderbrandt					11,273.00
Transfer from LaRoy Froh					29,729.03
Transfer from So. Washington					96,634.45
Transfer from HCV Admin					51,681.43
Transfer from HCVOPNS		68,622.00			140,748.00
Transfer from FSS					27,595.05
TOTAL DEPOSITS	-	108,501.50	4.61	0.58	2,806,769.44
LESS:					
Transfer to COCC Chase					(70,530.34)
Transfer to Mt. Vernon					(72,256.67)
Transfer to Hilderbrandt					(347,446.00)
Transfer to LaRoy Froh					(329,274.00)
Transfer to So. Washington					(375,168.67)
Transfer to COCC Payroll					(88,604.18)
Transfer to HCV Admin					(73,892.00)
Transfer to HCVOPNS			(27,595.05)		(27,595.05)
Transfer to Permanent Supportive					(68,622.00)
HAP Direct Deposits					(690,433.72)
Payroll (Net Pay)					(112,644.20)
Payroll Taxes and Deductions					(31,470.98)
ADP Invoice Fees					(1,716.95)
Checks Paid	(1,832.00)				(150,718.36)
Vendor Electronic Withdrawals	(23,940.22)				(95,195.95)
Fees and Other Withdrawals					(136,060.67)
TOTAL PAYMENTS	(25,772.22)	-	(27,595.05)	-	(2,671,629.74)
ENDING BANK CASH BALANCE 1/31/2016	167,248.46	108,501.50	80,574.44	13,034.29	5,107,229.04



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

February 24, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Jennifer Burnette
HCV Coordinator

Family Self Sufficiency:

The number of participants has decreased significantly in the past year. There are 11 participants. As a result of the recent outreach efforts 10 new FSS applicants were selected to participate in the program. LHC has begun the enrollment process. Five (5) additional applicants expressed interest in the program. These applicants are missing items needed to participate in the program which have been requested. Additional outreach will continue until we meet our goal of 40 total participants. Informational brochures are being sent out in each annual packet, and also presented at orientation. A mass informational meeting will be conducted in March to try and encourage more participation.

HCV Orientations:

LHC conducted no HCV orientations in January 2016.

Waiting List:

The waiting list is closed. There are 100 people left on the waiting list which was open in June of 2015. HCV anticipates opening the waiting list in the late spring or early summer of 2016.

Department Initiatives:

During this reporting period, the Housing Choice Voucher department activities continue as follows:

The HCV Department will process the remaining 100 individuals on the current 2015 waiting list. It has been determined that approximately 70% of the people remaining on



the waiting list are from out of the LHC jurisdiction. Initial offer letters will be sent out in February to determine if there is still an interest.

Voucher Utilization

December Voucher Program Total Units	1700
December Traditional HCV Utilization	1438
December % Utilized Units	85%

January Voucher Program Total Units	1700
January Traditional HCV Utilization	1437
January % Utilized Units	85%

Voucher Disbursement

HUD December HAP Disbursement	\$799,295
LHC December HAP/UAP Disbursement	\$735,507
% Voucher Funding Utilization	92%

HUD December HAP Disbursement	\$829,687
LHC December HAP/UAP Disbursement	\$749,170
% Voucher Funding Utilization	90%

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether the 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. The LHC is on track to receive all points for this indicator of a possible 15 as it does have written policy.

Waiting List	
PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

The 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 January a quality control was conducted on six (6) units and approved. This indicator is



not scored by PIC, but based on an internal review. The 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 the LHC verifies and correctly determines adjusted annual income for each assisted family, and if the LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review. Based on the internal review, the LHC has 20 points out of 20 are self-scored as 0 file reviews were conducted for the month of December. LHC is required to complete 26 file reports over the course of the fiscal year; therefore, the LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2016.

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, the 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 0 quality control inspections were conducted. A total of 25 conducted so far this fiscal year. Approximately 10 HQS Inspections have been scheduled for the month of February, therefore keeping LHC on track to meet its yearly goal. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5



Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely the LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is based on internal review. Based on the internal review there were (15) fifteen 24 hour deficiencies and (23) twenty-three 30 day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

The LHC has 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, the 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 the LHC has adopted a current payment standards schedule for the voucher program by unit size. During this reporting period, the Section 8 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, the LHC records indicate a five (5) out of a possible five (5) points will be received.

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

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

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



of 99%. Based on PIC, the LHC records this indicator as receiving 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if the 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, the 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 the 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 the 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 90%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.



Program Utilization

PIC Scoring	Internal Scoring
N/A	0

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 40 mandatory slots, 11 slots/households or (28%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, the LHC would receive five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 73% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (5). LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 01/31/2016





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

February 24, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of **94%** (not including the modernization units) at the end of January; we are at **97%** with the units that are **calculated in Modernization** status for the Kitchen and Baths. Our **Units Month Leased** was **784** total, giving us a **94%** occupancy rate. We continue to strive to increase our occupancy level to 98% or higher.

Mt. Vernon Park occupancy was at 98% at the end of January with the 15 Kitchen and Bath units put in Mod status. There were three (3) move ins and two (2) residents out moved. An orientation will be held on 02/23/16. Fifteen people are invited to attend with the intent to assign units to each household and secure security deposits to hold the units. The kitchen and bath units are coming along as scheduled. Four (4) rehabbed kitchen and bath units have been released to date.

Hildebrandt Park occupancy was 96% at the end of January with the four (4) mod units included (without 98%). Three (3) residents moved out in January and four (4) new residents moved in. All vacated units at Hildebrandt Park will be turned over to Metro Development, and included in the modernization count. Waitlist households are filling the vacant units Forest/Hoyt and scattered sites. Pulling names from the waiting list continues in order to create a pool of applicants prepared for move in.

LaRoy Froh occupancy was 96% at the end of January. There were five (5) move in's from the waitlist. 150 new applicants were pulled from the waiting list. Two (2) orientations were conducted in early February. A 3rd orientation is scheduled and 12 families were invited. All of the five (5) units which are market ready have been offered



to households (some households have been given 2nd offers). They are working on getting their security deposit so they can move in on 2-29-16.

South Washington Park currently has 15 vacant units ten of which will be occupied by the end of the month. There were 11 move outs in the month of January which caused occupancy to drop, of those move outs nine (9) were as a result of an eviction. During the month of January S. Washington Park entered into a contract with First Contracting to help expedite the unit turns of the anticipated growing number of vacant units over the next two months.

Mt. Vernon Park had 301 open work orders as of January 31. Staff is focusing on repairing the items noted on the recent City Inspection. While only 78 work orders were closed in January, work continues on the 100 city work orders which we should have closed by 03/10/15.

Hildebrandt Park had a total of 362 open work orders as of January 31 which includes annual, routine, city inspections, REAC, etc. work orders. There were 70 new work orders created in January and the maintenance team closed 69 work orders during the month of January. The maintenance team is focusing on closing out work orders and working with the rehab/contractors (as far as ordering supplies and delivering them timely) to help get our occupancy to 100% (not including kitchen and bath renovations).

LRF has 250 open work orders at the end of January. Staff has been working with MTV on getting their REAC inspection ready, by covering all high priority and emergency work orders called in. The TEAM has regrouped and work orders based are assigned by location to complete the maximum work with the least travel. The general is completing work orders after his core duties are completed daily. The 100% on site city inspection has started so an increase in work orders is anticipated.

South Washington Park had 102 open work orders at the end of January which is up by four since the month prior. While continuing to work on outstanding work orders vacant units have taken priority. In addition, S. Washington Park recently stripped and waxed all of the floors throughout the building.

	Mt Vernon Park-102	Hildebrandt Park -103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	198	833
Total Units Occupied	184	212	204	183	783
Occupied %	91%	96%	96%	92%	94%
TARS %	91%	96%	95%	93%	94%
Move -Ins	3	4	5	4	16
Move-Outs	2	3	3	11	19



Transfers	0	0	0	0	0
Emergency Work Orders	23	39	23	33	118
Routine Work Orders	301	362	250	102	1015

Note: SWP has one unit offline MTV has 15 off line units and Hildebrandt has 5 offline units.

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$ 33,970.00	\$ 11,750.25	\$ 22,219.75	65%
Hildebrandt	220	\$ 33,607.00	\$ 6,242.00	\$ 27,365.00	81%
LaRoy Froh	213	\$ 35,483.00	\$ 8,505.00	\$ 26,978.00	76%
South Washington	198	\$ 35,597.00	\$ 4,240.00	\$ 31,357.00	88%
Totals	833	\$138,657.00	\$ 30,737.25	\$ 107,919.75	78%

Mt. Vernon Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
3210 Waverly	Make Ready	03/01/16	Unit Transfer	Kitchen and Bath Unit
3310 Waverly	Make Ready	03/01/16	Yes	Kitchen and Bath Unit
3358 Waverly	Ready	02/15/16	Yes	Kitchen and Bath Unit
3404 Waverly	Ready	02/15/16	Yes	Kitchen and Bath Unit
3412 Waverly	Ready	02/19/16	Yes	Kitchen and Bath Unit
3418 Waverly	Make Ready	03/01/16	Yes	Kitchen and Bath Unit
3820 Wilson	Make Ready	03/01/16	Unit Transfer	Kitchen and Bath unit



3826 Wilson	Make Ready	03/01/16	No	Kitchen and Bath Unit
3830 Wilson	Make Ready	03/01/16	No	Kitchen and Bath Unit
3872 Wilson	Make Ready	03/01/16	No	Kitchen and Bath Unit
3834 Wilson	Make Ready	03/01/16	No	Kitchen and Bath Unit
3850 Wilson	Make Ready	02/19/16	No	Re-hab Vacant since 01/26/16
3880 Wilson	Make Ready	03/01/16	Yes	Kitchen and Bath Unit
3882 Wilson	Make Ready	03/05/16	No	Re-Hab Vacant since 01/29/16
3248 Waverly	Make Ready	03/01/16	Unit Transfer	Kitchen and Bath Unit
3264 Waverly	Make Ready	02/26/16	No	Re-Hab Vacant since 12/22/15
3268 Waverly	Make Ready	03/01/16	Unit Transfer	Kitchen and Bath Unit
3304 Waverly	Ready	02/19/16	Yes	Unit has Pest problem

Hildebrandt Park Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
3124-A Turner	Make Ready	6 weeks	Yes	Kitchen and Bath Unit (Fire)
3204-A Turner	Make Ready	1-2 weeks	No	Kitchen and Bath Unit
3120-E Turner	Make Ready	1 month?	No	Kitchen and Bath Unit
3204-E Turner	Make Ready	1 month?	No	Kitchen and Bath Unit
315 Hylewood	?	?	No	Water/Mold Damaged 5 bedroom
319 Hylewood	?	?	No	Water/Mold Damaged 5 bedroom
1113 Dakin	Make Ready	1 week	No	Became vacant



				1-22-16; S&S Working on it should be ready by Friday
1904 Hoyt	Make Ready	2 weeks	Yes	Became vacant 2-1-16

LaRoy Froh Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
5018 Starr	Make Ready	NONE	NONE	damage 5 bed
5022 Starr	Make Ready	NONE	NONE	damage 5 Bed
2615 Dunlap	Make Ready	NONE	NONE	damage 5 bed
6519 Sommerset	Make READY	NONE	NONE	Fire Unit
1109 Ferley	Make READY	2-29-16	2 nd offer sent	Longtime resident heavy smoker
2456 Reo	Lease Ready	2-19-16	Unit Transfer	
2502 Reo	Make Ready	2-29-16	2 nd offer sent	
2518 Reo	Make Ready	2-29-16	Yes	
6042 Haag	Make Ready	2-29-16	2 nd offer sent	

South Washington Park Unit Status:

Unit	Make ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
700 Jessop	Ready		N	Unit was for a transfer due to family size and family is refusing to transfer, now working on an application to house.
10526	Ready		N	Unit transfer



				scheduled for 2/12
10101	Ready		N	
10133	In process		N	
10316	Ready		N	Was leased w/deposit but applicant never responded after that and didn't show twice.
10325	In process		N	
10536	In process		N	
10413	In process		N	
10429	In process		N	
10104	In process		N	
10418	In process		N	
10500	to start week of 2/15		N	
10313	In process		N	
10506	In process		N	
10225	In process		N	





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

February 24, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

January 2016 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

This report provides an overview of the January modernization activities for LHC properties.

South Washington Park

Hobbs & Black assessed the work needed to replace the front entry door. They are beginning the design work to replace the entry doors.

Mt. Vernon-

The contract for Mt. Vernon Kitchen and Bath remodel project continues. Units will be released in February. There were some change orders as a result of additional electrical and plumbing work. The change orders to do exceed expectations.

Hildebrandt-

The two (2) kitchen and bath remodel units were released and are leased. Gutter and Downspout replacement revealed several rotted out fascia boards which have been documented with pictures and the architects site visit. Change orders have been processed to replace the rotted fascia boards. Grading improvements are nearing completion. One small bit of work had to be redesigned because of an unforeseen sewer basin.

LaRoy Froh-

DLZ has completed the drawings for kitchen and bath remodels and the contract was approved in the January Board meeting. The contract is nearing finalization. The pre-construction meeting has been conducted. Permits will be pulled and work will commence soon remain substantially as they are currently.





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**LHC Board
Sign-In Sheet
Date of Meeting: February 24, 2016 (March 2, 2016)**

Name	Organization	Phone #	E-mail
Bobby Joyce	L.H.C.	517 703 3483	Bobby.Joyce@gmail.com
Victoria LaDuke	LHC	517 202-9263	Victoria L@Lanshc.org
Andrea Wade	LHC	321-6054	Andrew@lanshc.org
Mrs Whipple	LHC	321 6054	MrsW@lanshc.org
Lisa Peters	LHC	383-4850	Lisa@lanshc.org
Kim Shire	LHC	487-0242	Kims@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Edward Foxworth	LHC	253-3068	edwardf@lanshc.org