



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

Agenda
Lansing Housing Commission
February 22, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of January 25, 2017
3. Closed Session – Discuss Pending Litigation Matthew Brauer

Action Items:

Resolution 1264 - Approval of Vehicle Policy
Resolution 1265 – Approval to Submit LHC's Sustainability Plan to HUD

Informational Items.

- a. Finance Report January 2017 Dickey May
PHAScore
 - b. Housing Choice Voucher Report Kim Shirey
 - i. Asset Management Report Lisa Parsons
REAC Scores - Appeals
 - ii. Mt. Vernon & Scattered Sites AMP 102
 - iii. Hildebrandt, Forrest, Hoyt AMP 103
& Scattered Sites
 - iv. LaRoy Froh & Scattered Sites AMP 111
 - v. South Washington & Scattered Sites AMP 112
 - c. Recovery Agreement Update Patricia Baines-Lake
4. Executive Director's Comments
 5. President's Comments.
 6. Public Comment – limit 3 minutes per person.



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7. Other Business.

8. Adjournment.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

February 22, 2017

Agenda

Page 2 of 2



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

**Minutes of the January 25, 2017
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:40 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

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

GUEST: Dickey May, Financial Consultant via telephone

STAFF:

Kim Shirey	Janell McLeod
Andrea Bailey	Marcus Hardy
Lisa Parsons	Edward Forrest
Karen Chase	Sonya Morrison

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve the minutes of the January 25, 2017 commission meeting. **The Motion was approved by all member present.**

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve the minutes of the January 18, 2017 commission meeting. **The Motion was approved by all member present.**

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Resolution 1262-Approval of Workplace Misconduct Policy-Mr. Edward Forrest provided a brief overview of the updated Workplace Misconduct Policy. **The Motion was approved by all member present.**

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Resolution 1263- Approval to offer an employment contract to Martell Armstrong utilizing the parameters discussed. **The Motion was approved by all member present.**





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Written Informational Reports were provided as follows:

- A. Finance Report December 2016-Dickey May, Mr. May provided a brief overview of the finance reports for December 2016. The operations of the AMPS are stable. Each AMP is experiencing an expected upsurge in utility costs which are attributable to the winter.
- B. Housing Choice Voucher Report-Kim Shirey, indicated LHC is still experiencing a high level of turnover in the HCV program. As a result, program participation, has not increased significantly. The balance of the waitlist names will be pulled in February and the waitlist will be opened.
- C. Asset Management Report-Lisa Parsons Overall LHC properties are experiencing a 96% occupancy rate including MOD units. We continue to strive to increase this rate to 97% which will be attainable once South Washington reaches 96% occupancy. A REAC physical inspection was conducted at all AMPS in January. South Washington experienced the highest REAC score of the 4 AMPS: REAC Scores

• South Washington	93c
• LaRoy Froh	67b
• Mt. Vernon	84b
• Hildebrandt	76c

LaRoy Froh's low REAC score was largely attributable to the scattered site single family rental units. Such items as residents disconnecting or removing smoke detectors, unreported damage to furnace vent pipes and storing combustible inside of the unit were major factors. We will strive harder to ensure these issues are not repeated during next year's physical inspection. Every AMP except South Washington will experience another REACH inspection in 2017. S. Washington will not be inspected for 3 years because of its high score.

i. Mt. Vernon & Scattered Sites	AMP 102
ii. Hildebrandt, Forrest, Hoyt & Scattered Sites	AMP 103
iii. LaRoy Froh & Scattered Sites	AMP 111





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iv. South Washington & Scattered Sites AMP 112

- D. Recovery Agreement Update-Patricia Baines-Lake, Ms. Baines-Lake reported she continued to work closely with HUD to close out the Recovery Agreement. HUD and LHC have a tentative agreement to close most of the findings. However, the final PHAScore for 2015 a sustainability plan is necessary to close the Recovery Agreement.
- E. Executive Director Search Update-Tony Baltimore. Mr. Baltimore report indicated the action taken in Resolution 1263 finalized the Executive Director Search activities.

Executive Director's Comments: Ms. Baines-Lake indicated she would tender her resignation effective April 15, 2016. She welcomed the finalization of the Executive Director search.

President's Comments: President Baltimore congratulated the staff on their efforts to improve LHC REAC scores and occupancy. He encouraged us to reach higher next physical year.

Public Comment – limit 3 minutes per person: – There were no public comments.

Other Business - There was on other business.

Adjournment: The meeting was adjourned at 6:54 p.m.





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February 22, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of LHC's Updated Vehicle Policy- Resolution No. 1264

RECOMMENDATION:

Staff recommends adoption of Resolution No.1264, which amends LHC's Vehicle Policy

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This resolution updates LHC's existing vehicle policy and confirms the policy is compliant with expectations from our Vehicle Insurance carrier.

BACKGROUND:

Resolution number 1098 was adopted by the board as LHC's Vehicle Policy on March 1, 2010. The policy was reviewed by Voss Insurance Agency, LHC's vehicle Insurance Carrier. Voss confirmed the contents are consistent with industry standards. As such there were no revisions to the Policy, except to edit grammar and sentence restructuring.

FINANCIAL CONSIDERATION:

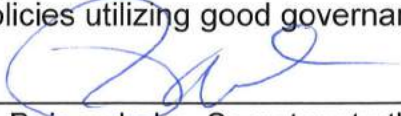
There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for LHC. The changes to the Vehicle Policy more clearly set forth the parameters for utilizing LHC owned vehicles. As such, adopting the updated Vehicle 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





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Resolution No. 1264

Adopted By the Lansing Housing Commission

February 22, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Vehicle policy.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only

Resolution No. 1264

Date Adopted: 2/22/2017





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Lansing Housing Commission
Policy 2010-02
Vehicle Policy

This policy establishes the rules and regulations governing the use of LHC owned/leased vehicles ("LHC Vehicle") and acceptable Authorized Driver conduct while utilizing a LHC Vehicle.

A. Authorized Driver Responsibilities

1. No Authorized Driver may use a LHC Vehicle, or permit the use of a LHC Vehicle, in a manner prohibited by this policy.
2. Only Authorized Drivers may use a LHC Vehicle.
3. All drivers of LHC Vehicles must meet minimum driving standards, must be on official business, and must comply with all Michigan laws.
4. LHC Vehicle Drivers must immediately inform LHC if their license is suspended or if they become uninsurable.
5. Drivers are required to adhere to all traffic rules and regulations while driving LHC Vehicles.
6. Authorized Drivers are personally responsible for payment of all fines, penalties and costs of traffic citations, parking tickets, and locksmith charges incurred as a result of the employee's operation of a LHC Vehicle.
7. Alcohol and drug consumption while using a LHC Vehicle and driving a LHC vehicle while impaired is strictly prohibited.
8. Drivers are not permitted to use a LHC Vehicle for personal purposes unless LHC requires the employee to commute in the vehicle for valid business needs. The only exceptions to this rule are incidental stops. Examples of incidental stops are at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution or convenience store, in route to or from an assignment.
9. In the event an Authorized Driver violates this policy by driving a LHC vehicle for personal use the associated mileage must be reimbursed by the Authorized

Driver (in accordance with LHC procedures), the Authorized Driver's permission to utilize LHC vehicles may be revoked and the driver may be subject to disciplinary action up to and including dismissal.

10. All LHC Vehicles must be parked at the appropriate housing complex when not in authorized use by an Authorized Driver unless otherwise authorized by the Asset Manager or Executive Director or designee.
11. Non-LHC Authorized Driver's may ride in a LHC vehicle if the individual(s) is(are) on official LHC business and the action is authorized, in writing, by an Asset Manager, Director of Asset Management, Executive Director or designee.
12. LHC-contracted gasoline providers shall be used whenever the LHC Vehicle is operated within a 30-mile radius of 419 Cherry St. The purchase of any personal items with a LHC fuel card is strictly prohibited.
13. Damages to an employee's personal vehicle are the responsibility of the employee for which the employee should obtain auto insurance. The employee is responsible for any insurance deductible under the auto insurance. Under no circumstances will LHC pay for the employee's vehicle repairs or insurance deductible.
14. In the event of an injury or non-injury accident, drivers must immediately contact their supervisor, obtain a police report, submit to a post-accident physical examination, including substance illegal substance testing, complete an accident report, which is provided in the Vehicle Incident Kit, and submit all documents to their supervisor. The supervisor shall drive the employee to a medical facility and complete other required follow-up. The Supervisor must report all accidents or damage to LHC vehicles to the Director of Asset Management and the Executive Director or designee.
15. Each Asset Manager, Authorized Driver and the COCC designee must ensure the manufacturer recommended maintenance schedule is followed. In the event of damage to an LHC vehicle due to a failure to schedule a LHC vehicle for manufacturer recommended repairs, as indicated above, the responsible party may be personally responsible for paying for the repair of the LHC Vehicle. Additionally, every Authorized Driver is responsible for reporting any known or perceived problems with the vehicle operations.
16. Drivers are responsible for compliance with the IRS and Michigan Department of Treasury requirements related to mileage reimbursement and personal use of

LHC vehicles. Monthly mileage reporting is required for every LHC vehicle. Drivers are required to maintain an assigned Vehicle Log form, which records each leg of daily travel. Mileage reports must be kept up-to-date and maintained by the Asset Manager where the vehicle is assigned. Failure to submit reports and maintain logs in a timely manner may result in discipline.

17. Authorized Drivers shall promptly pay any fines, penalties or costs chargeable to them under this policy.

Violation of this policy may subject an employee to discipline up to and including discharge.

B. LHC Responsibilities

1. Assignment of a LHC vehicle will be based upon job responsibilities, an approved driving record, and whether there is a critical business need.
2. Worker's compensation pays for medical expenses, hospital expenses and loss of wages for LHC employees injured while in work status and who are unable to work as a result of the injury for eight or more days. There is no worker's compensation coverage when an employee is not in work status or is acting outside the scope of his/her employment.
3. The Assigned Asset Manager shall establish and manage a preventative maintenance schedule for LHC Site Vehicles. The COCC designee will insure the established maintenance schedule is followed on fleet vehicles. LHC's insurance covers loss of LHC property, which includes damage to LHC, owned vehicles due to traffic accidents, vandalism, etc. If another driver or a known party causes damage, LHC will pursue recovery of its losses from the at fault party.



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

February 22, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to submit LHC's Recovery Sustainability Plan to the U. S. Department of Housing & Urban Development Policy- Resolution No. 1265

RECOMMENDATION:

Staff recommends adoption of Resolution No.1265, which creates LHC's Recovery Sustainability Plan.

CONTACT PERSON:

Martell Armstrong
Executive Director
(517) 372.7996

SUMMARY:

This resolution authorizes the Executive Director to submit the Recovery Sustainability Plan to the U. S. Department of Housing & Urban Development.

BACKGROUND:

On January 6, 2016, the Lansing Housing Commission entered into a Recovery Plan between the U. S. Department of Housing & Urban Development, City of Lansing & the Lansing Housing Commission. This plan set forth specific performance benchmarks which the Commission was required to achieve in order to close the Plan findings. The Lansing Housing Commission has achieved the benchmarks set forth in the plan.

However, the overarching goal is to achieve sustained success in achieving the benchmarks set forth in the Recovery Plan. As such, the Lansing Housing Commission has created the attached sustainability plan which includes on-going benchmarks which will be monitored by the Board of Commissions monthly.



FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for LHC and ensuring the agency, thru its Executive Director operates in accordance with HUD's rules, regulations and guidelines. This sustainability plan falls within the Board's governance responsibilities for ensuring ongoing, lasting compliance. As such, approval of this sustainability plan fulfills the Board's fiduciary responsibility to provide governance.

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. 1265

Adopted By the Lansing Housing Commission

February 22, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell Armstrong acting in the capacity of Executive Director, is authorized to immediately submit Lansing Housing Commission's Sustainability Plan, to the U. S. Department of Housing & Urban Development Detroit Field Office, as the final response to the Recovery Plan dated March 1, 2016 between the U. S. Department of Housing & Urban Development, City of Lansing and Lansing Housing Commission.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only

Resolution No. 1265

Date Adopted: 2/22/2017





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LANSING HOUSING COMMISSION SUSTAINABILITY PLAN

A Recovery Plan was signed between Lansing Housing Commission, U. S. Department of Housing & Urban Development and the City of Lansing on March 1, 2016. This Plan identified a number of areas which required sustainable operating improvements for the Lansing Housing Commission ("LHC"). The goal was to accomplish the goals set forth in the Recovery Plan within one year of the original agreement date.

LHC has made significant strides in Financial Operations, Internal Controls, Training, Asset Management Operations including occupancy, financial position, rent collections and. The attached sustainability plan details how LHC will continue to sustain the objectives of the Recovery Plan on a go forward basis:

• Financial Operations

- Reporting & Accounting
- Monthly Finance Reports
- Board
- AMP Managers
-

▪ Internal Controls

- FSS
- Bill Payment
- Audited and Unaudited Reporting
- Operating Funds
- CFP Fund Obligation/Usage

▪ Governance

- Board Competencies
- Board Oversight
 - Policy Approvals
 - PHAScore





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- **Training**

- Staff Competencies

- **Asset Management**

- LaRoy
- Hildebrandt
- Mt. Vernon
- S. Washington

FINANCIAL OPERATIONS:

Reporting & Accounting – BDO has a one (1) year contract with LHC with four (4) one year renewal options. BDO is in the 1st year of their contract. The four (4) one year renewal options will take this contract through 2020. Dickey May has a three (3) year contract with two (2) one year renewal options. There are three (3) years remaining in this contract which will take it through 2019. The Financial Reports and Internal Controls have been consistent for the past year as demonstrated in the 2016 Annual Certified Audit and the PHA Score. The Independent auditor's acknowledgement of the condition of the books and records along with Mr. May and BDO's contract demonstrates sustainability. **On-going sustainability will be managed by the Executive Director and the Board of Commissioners by including this issue on the Finance Committee Agenda bi annually and a status report to the full board.**

Monthly Finance Reports – BDO prepares meaningful financial reports with an emphasis on FASS and cash flow to the Board at least 10 days prior to the monthly meeting. Monthly Finance Reports by the 15th of each month which are compliant with standard financial reporting practices. The process is standardized and required in their contract with the Lansing Housing Commission. This reporting practice is sustainable thru 2020. In 2019 or before LHC can opt to rebid these services or hire a CFO who performs these responsibilities. Mr. May provides oversight for the BDO contract to similar to a CFO to ensure the reports are accurate, accounts are fully reconciled and reports are distributed appropriately. **This activity is sustainable thru 2019.**

Annual Budget -The Commission has completed and received Board approval before the beginning of the fiscal year for the past seven (7) years. This activity is





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systemic and sustainable into the foreseeable future. The Executive Director shall ensure the Budget is submitted to the Board for approval prior to June 30 each year.

Finance Committee – The Board Finance Committee will continue to meet monthly during 2017 and quarterly starting in 2018 unless there is a business reason to continue monthly meetings. During the meetings the Finance committee will conduct a thorough analysis of LHC's financial operations and provide input. The Executive Director will prepare an agenda and minutes of each meeting. The Board reviews the Annual Certified Audit and tracks required corrections of findings and management letter issues.

The Board Chair has consistently identified Members to "specialize" in reviewing financial reports and providing feedback about finances to the balance of the Board. Composition of the Finance Committee with a CPA as the lead as well as two (2) years of finance committee meetings demonstrates sustainability. The Board provides adequate oversight of the Housing Commission's financial actions as evidenced by a standard performer FY2015 (estimated), 2016 (actual) FASS score and timely submission of reliable unaudited and audited financial statements. The Board Chair is responsible for ensuring the Finance Committee continues to perform the duties described above thru 2018 and longer if necessary.

The Board will incorporate recommendations identified in the financial review conducted by the Departmental Enforcement Center (DEC) into the sustainability plan as appropriate.

AMP Managers - Asset Managers will continue to receive monthly finance reports into the foreseeable future. Each Asset Manager has been trained and is capable of understanding their financial reports and making operating adjustments in order to operate within budget. The Director of Asset Manager will continue to provide oversight and assistance to the Asset Managers to ensure they operate within budget and make adjustments as appropriate. Mr. May will meet with Asset Managers and the Director of Asset Management at mid-year and upon request to assist with understanding their financial reports and to prepare for the annual budget submission.

LHC is committed to on-going Finance training for each Asset and Assistant Asset Manager. Every Manager who has not, will attend Financial training for the non-finance manager or a substantially equivalent course in addition to the ongoing in-house training program. The Executive Director will ensure the managers and assistance managers pursue this course work and the board will receive monthly status reports designed to ensure this sustainability objective is achieved.





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INTERNAL CONTROLS

FSS - The Finance TEAM works with FSS staff to ensure the account is reconciled monthly and the escrow accounts are adjusted as necessary. This activity is part of the monthly account close out process and will continue. This activity will become a standing part of the Finance Committee Monthly meeting and support the sustainability of the activity.

Bill Payment - The Executive Director shall continue to be responsible for ensuring invoices are paid net 30 days. In addition, 100% of invoices will continue to be validated prior to payment. This process has been in place for the past two years and is substantiated by the 2015 & 16 Independent Certified Audit.

Audited and Unaudited Reporting - LHC's contract for auditing services with Plante Moran has two (2) more (1) year renewals. This will enable the Commission to work with a proven vendor thru 2019. In addition, the unaudited and audited submissions for 2015 and 2016 were also timely and accurate. Both LHC and Plante Moran have demonstrated the competency to continue to submit unaudited and audited financial reports for LHC before the September and March due dates respectively. LHC's books and records are accurately closed out each month which enables the continued timely submission of unaudited finance reports. This process is sustainable as currently managed. The Executive Director is responsible for ensuring Monthly finance reports are provided to Asset Management Staff & the Board and Finance Committee will be monitored by the Board of Commissioners.

The Housing Commission effectively creates, executes, and maintains plans, policies, and written financial procedures, as demonstrated by submission of Policy changes to the Field office and the 2015-2016 Independent Certified Audit.

Operating Funds – LHC has increased reserves at all AMPs by increasing occupancy to an average of 96% and analyze expenses to achieve all cost savings possible. All LHC AMP's operating cash is sufficient to meet HUD requirements. Each AMP had sufficient cash to pay management fees in 2015 and 2016. LHC has paid down \$525,000 of its unfunded pension liability and is poised to make another substantial payment while maintaining sufficient liquidity at each AMP. As such, LHC has demonstrated sustainability of each AMP's financial status. The Executive Director (on a daily basis) and on a monthly basis the Board Finance Committee will continue to monitor the cash position of each AMP during the Finance Committee and Board Meetings.





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

CFP Fund Obligation/Usage - LHC has consistently received the maximum number of points allowable for CFP in PHAS for the past seven (7) years. We have proven sustainability of CFP usage during this entire time period. The institutional process used to continue to achieve this result is already in place. **There is no additional action anticipated to sustain this accomplishment into the future.**

GOVERNANCE:

Board Competencies: Four of five board members have completed the LEAD THE WAY electronic training provided by HUD. The newest Board Member will complete this training within the next two weeks. In addition, three of the five Commissioners have completed NAHRO's Commissioner Fundamentals & Ethics Training. The other two Commissioners will complete the Commissioner Fundamentals and & Ethics trainings within the next 12 months. LHC has agreed to sponsor Commissioner Fundamental Training as soon as scheduling is possible, ideally in May 2017. The board is committed to completing the training identified above. The two members who have not completed the NAHRO training are highly competent as board members given training and/or job responsibilities. One member is an Executive at Cinnaire, a premier housing finance firm and he sits on other boards/commissions. The other Board member sits on other boards and commissions and he is experienced in Board responsibilities. All members are familiar with the Michigan Housing & Facilities Act as well as LHC's bylaws. The competencies of LHC's board demonstrates sustainability. **The Executive Director will continue to ensure all new board members are scheduled to attend NAHRO's Commissioner Fundamentals & Ethics Training**

Policy/Standard Operating Procedures - The Board has approved a schedule for the completion of a review and update (as appropriate) of all LHC Policies. The Executive Director will establish a schedule for the completion of Standard Operating Procedures updates. In both cases every Policy and Standard Operating Procedure will be reviewed and updated as appropriate not less than every 3 years. The schedule for completing Policy reviews is attached. **The Executive Director will provide a schedule for completion of Standard Operating Procedure Updates to the board. The Board will monitor the Director's performance.**

PHAScore -The Board, Executive Director and Staff are responsible for ensuring the PHA attains 15 points out of 25 to pass the Finance Indicator as articulated in the Recovery Agreement. LHC must also have 15 points out of 25 to pass the Management Indicator. Additionally, the commission must have 25 points out of 40 to pass the Physical Indicator. LHC's 2015 preliminary PHAScores and 2016 actual PHAScores





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meet and exceed the objectives set forth above. We are on target to achieve a better PHAScore in 2017 than 2016. As such, LHC has demonstrated sustainability in this area. The Executive Director and Board of Commissioners will monitor LHC's performance, at least quarterly to ensure the targets set forth in the Recovery Plan are achieved or exceeded in 2017, 2018, etc.

TRAINING:

LHC enjoys some of the best trained staff in Michigan. Each staff person has been trained in their skill area by either Nan McKay, NAHRO, Casterline and Associates, BDO Finance, or Emphasys's as well as HUD seminars, webinars, etc. All Board members attend Commissioner Fundamentals Board Training Provided by NAHRO and Commissioner Ethics as soon as administratively and personally possible after their appointment. The Executive Director will schedule training (within 12 months) for each board member who has not completed NAHRO's Commissioner Fundamentals & Ethics Training. The Board will monitor its performance. These training expectations are and will continue to be an LHC standard. This Board Training standard is sustainable.

Staff Competencies – Every LHC professional employee participated in a professional development course in 2016. All except one of LHC's HCV staff passed the Advanced Rent Calculation conducted by Nan McKay with a score of 85% or greater. All HCV staff and LIPH staff who had not previously completed Nan McKay's Hearing Officer class completed the class in 2016 passing with scores in excess of 80%. All Site Managers and Assistant Managers who were hired in 2016 completed a supervisory course. The accounting staff attended courses taught by both BDO and Casterline and HUD CFP training. The FSS coordinator attended training specific to that program in addition to the advanced rent calculation course. The Director of Asset Management is completing coursework in the pursuit of her Certified Manager designation through IREM. Each person was asked to identify one job related course to attend at LHC's expense this year. It is standard protocol for LHC to require job specific training with a score of at least 80% within 6 months of hire. We have demonstrated sustainability for the development of staff competencies. The Executive Director will ensure each staff person attends at least one (1) job related training every 2 years in addition to the job training requirements for new hires. The Board will receive periodic reports on staff training.

ASSET MANAGEMENT - LHC properties function utilizing the Asset Management Model. Each Asset Manager and Assistant Manager is involved in the construction of their annual budgets and they manage finances on a day to day basis. They also





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procure on a site based need, waitlists are site based, we use a just in time delivery model or site based inventory system. Maintenance cost, equipment services and staff are AMP based. All financial reports are site based. The financial reports are evidence of the Asset Management model.

Laroy Froh – Occupancy is 96%, rents are collected on site and deposited by the Asset Manager. Tenant eligibility, Annual Certifications and Interim Recertification and Unit Transfers are all site based except to address reasonable accommodations or management needs.

South Washington - Occupancy is 95%, rents are collected on site and deposited by the Asset Manager. Tenant eligibility, Annual Certifications and Interim Recertification and Unit Transfers are all site based except to address reasonable accommodations or management needs. This AMP is addressing the negative perceptions in the community as a result of a murder more than 10 months ago.

Hildebrandt - Occupancy is 98% rents are collected on site and deposited by the Asset Manager. Tenant eligibility, Annual Certifications and Interim Recertification and Unit Transfers are all site based except to address reasonable accommodations or management needs.

Mt. Vernon - Occupancy is 96% rents are collected on site and deposited by the Asset Manager. Tenant eligibility, Annual Certifications and Interim Recertification and Unit Transfers are all site based except to address reasonable accommodations or management needs.

LHC has demonstrated the Asset Management Model is sustainable. The reporting requirements of Asset Based Management will be managed by the Executive Director with Policy oversight provided by the Board of Commissioners.



LHC Policy Update Schedule				
Policy Title	Date Adopted by Board	Revised	Scheduled Review Date	Notes
Accounts Payable Internal Accounting Control Policy	8/27/2014		11/15/2016	Finance-Done 10/2016
Admissions and Continued Occupancy Policy (ACOP)- Public Housing	4/27/2016		4/1/2017	Director Asset Management
Bed Bug Policy	4/27/2011		4/1/2017	LIPH
Capitalization Policy September 2014	9/24/2014		12/30/2016	Finance-Done
Code of Conduct	6/22/2011		5/31/2017	HR
Computer & Electronic Equipment	11/16/2009		6/30/2017	Executive Director
Conflict of Interest	11/16/2009	3/24/2011	5/1/2017	Executive Director
Credit Card Policy	2/24/2010	4/25/2012	1/1/2017	Finance-Done
Customer Service	10/14/2009		Oct-17	Asset Mgmt Director
Discriminatory Harassment	11/16/2009		11/30/2017	HR
Gifts & Gratuities	10/14/2009		Jul-17	HR

Ethics	10/14/2009		Aug-17	HR	
Electronic Communications & Social Media	3/24/2011	3/24/2012	9/30/2017	COCC	
Electronic File Storage Policy	8/24/2016		8/31/2019	HCV	
Family and Medial Leave	1/27/2010		Jun-17	HR	
FOIA	7/28/2010		12/30/2016	Executive Director-Done	
HCV De-Concentration Policy	8/25/2010		11/30/2016	HCV - Done	
Investment Policy	12/15/2010		10/31/2016	Finance - Done	
Lansing Housing Commission By-Laws Final Revision 2-2015	2/1/2015		2/28/2018	Executive Director -Board	
Process Write Offs and Collections	6/22/2011		Oct-16	Finance - Done	
Political Activity	10/14/2009		Nov-17	HR	
Procurement Policy Revision-Sept 17 2014	9/24/2014		9/1/2017	LIPH-Asset Management Dir	

Smoke Free Property Policy	7/28/2010		60 Days After HUD Issues a PIH Notice	Director Asset Management
Smoke Free Work Place Policy	10/14/2009		60 Days after HUD Issues a PIH Notice	Director Asset Management
Social Security Confidentiality	10/14/2009		Nov-16	HR-Done
Substance Abuse and Drug Free Work Place	10/14/2009		Mar-17	HR
Travel Policy	12/15/2009		12/1/2016	Finance-Done
Vehicle Policy	2/24/2010		3/1/2017	HR
Vehicle Standard Operating Procedure	2/24/2016		Feb-19	HR
Workplace Misconduct	10/14/2009		Dec-16	HR

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for January 2017

	Period Amount	Balance
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(278,813.20)	688,266.18
1010-0000-112200 Accounts Receivable	1,570.03	15,106.27
1010-0000-112201 Allowance for Doubtful Accounts	(1,392.00)	(6,012.17)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	261,992.60	(22,893.49)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	29,925.13
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 &	-	27,599.00
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	-	175,656.00
TOTAL ASSETS	(20,774.57)	4,581,036.25
LIABILITIES		
1010-0000-200000 OPEB Liability	-	285,338.00
1010-0000-200300 Pension Liability	-	442,922.00
1010-0000-210000 Construction Costs Payable	-	14,567.00
1010-0000-211100 Accounts Payable	237.11	394.09
1010-0000-211400 Tenant Security Deposits	(887.00)	28,736.30
1010-0000-211999 Tenant Refunds	1,269.00	6,895.98
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	320.00	18,690.62
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	(2,393.40)	456,317.68
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
TOTAL LIABILITIES	(1,454.29)	1,308,460.61
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	(19,320.28)	(1,050,588.19)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,465,929.26
TOTAL EQUITY	(19,320.28)	3,272,575.64
TOTAL LIABILITIES & EQUITY	(20,774.57)	4,581,036.25

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for January 2017**

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	93,744.43	358,626.09
1020-0000-112200 Accounts Receivable	(985.90)	13,478.16
1020-0000-112201 Allowance for Doubtful Accounts	420.00	(0.40)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	(80,399.67)	6,623.02
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	26,255.14
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	2,289.09	567.84
1020-3000-144000 Construction in Progress	40,236.80	1,335,745.94
1020-0000-146000 Dwelling Structures	-	13,268,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,486.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,649,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	147,102.00
TOTAL ASSETS	51,669.75	5,725,154.53
LIABILITIES		
1020-0000-200000 OPEB Liability	-	149,363.00
1020-0000-200300 Pension Liability	-	370,918.00
1020-0000-210000 Construction Costs Payable	-	12,199.00
1020-0000-211100 Accounts Payable	500.00	320.00
1020-0000-211400 Tenant Security Deposits	(183.00)	31,274.19
1020-0000-211999 Tenant Refunds	-	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	617.00	23,254.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(3,988.99)	754,467.03
1020-0000-260601 Note Payable - Curr - PNC	-	47,398.47
TOTAL LIABILITIES	(3,054.99)	1,399,736.59
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	54,724.74	(245,749.67)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
TOTAL EQUITY	54,724.74	4,325,415.94
TOTAL LIABILITIES & EQUITY	51,669.75	5,725,154.53

Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for January 2017

	Period Amount	Balance
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	76,365.17	1,080,397.53
1080-0000-112200 Accounts Receivable	2,131.67	11,483.12
1080-0000-112201 Allowance for Doubtful Accounts	(469.00)	(2,758.69)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	(67,533.16)	16,727.72
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	35,782.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	34,056.13
1080-3000-144000 Construction in Progress	38,207.80	752,534.55
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	-	190,189.00
TOTAL ASSETS	43,706.48	5,941,772.41
LIABILITIES		
1080-0000-200000 OPEB Liability	-	240,509.00
1080-0000-200300 Pension Liability	-	479,564.00
1080-0000-210000 Construction Costs Payable	-	15,772.00
1080-0000-211100 Accounts Payable	284.42	993.53
1080-0000-211400 Tenant Security Deposits	65.00	36,505.00
1080-0000-211999 Tenant Refunds	(621.00)	1,955.50
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	633.00	23,397.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(2,356.29)	438,387.16
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
TOTAL LIABILITIES	(1,994.87)	1,272,643.78
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	45,701.35	(413,740.32)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
TOTAL EQUITY	45,701.35	4,669,128.63
TOTAL LIABILITIES & EQUITY	43,706.48	5,941,772.41

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for January 2017**

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	38,132.64	673,431.00
1090-0000-112200 Accounts Receivable	(2,258.30)	8,794.29
1090-0000-112201 Allowance for Doubtful Accounts	468.00	(117.15)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	(34,734.10)	18,502.74
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	20,297.48
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction In Progress	7,730.00	25,460.43
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	-	175,297.00
TOTAL ASSETS	6,550.24	3,949,436.08
LIABILITIES		
1090-0000-200000 OPEB Liability	-	148,585.00
1090-0000-200300 Pension Liability	-	442,016.00
1090-0000-210000 Construction Costs Payable	-	14,537.00
1090-0000-211100 Accounts Payable	1,350.00	2,410.12
1090-0000-211400 Tenant Security Deposits	(1,062.00)	24,873.00
1090-0000-211999 Tenant Refunds	(394.50)	6,983.52
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	237.00	2,934.77
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(538.05)	105,402.74
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
TOTAL LIABILITIES	(407.55)	764,100.27
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	6,957.79	(352,691.11)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
TOTAL EQUITY	6,957.79	3,185,335.81
TOTAL LIABILITIES & EQUITY	6,550.24	3,949,436.08

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for January 2017**

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	51,777.07	67,676.87
5005-0000-111111 Chase Checking	72,114.90	680,468.12
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(261,992.60)	22,893.49
5005-1020-115700 Intercompany	80,399.67	(8,623.02)
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	67,533.16	(16,727.72)
5005-1090-115700 Intercompany	34,734.10	(18,502.74)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	202,808.64	67,571.14
5005-8002-115700 Intercompany	(216,302.92)	(67,245.72)
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	(2,168.58)	(5,973.28)
5005-8010-115700 Intercompany	(9,343.59)	152.24
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	(2,604.20)	(2,604.20)
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(113.00)	19,089.94
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
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	-	207,419.00
5005-0000-150300 Deferred Outflow - MERS	-	122,982.00
TOTAL ASSETS	16,842.65	2,595,035.50
LIABILITIES		
5005-0000-200000 OPEB Liability	-	140,793.00
5005-0000-200300 Pension Liability	-	310,102.00
5005-0000-210000 Construction Costs Payable	-	10,199.00
5005-0000-211100 Accounts Payable	(164.53)	(164.53)
5005-0000-211704 Health Insurance W/H	780.50	2,592.42
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	(4,001.93)	447,839.23
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(3,385.96)	992,202.06
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	20,228.61	1,251,900.15
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	20,228.61	1,602,833.44
TOTAL LIABILITIES & EQUITY	16,842.65	2,595,035.50

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for January 2017**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	141,578.96	507,423.94
8002-0000-111111 Chase Checking	(1,000,148.12)	1,114,787.52
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(202,808.64)	(67,571.14)
8002-5005-115700 Intercompany	216,302.92	67,245.72
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,373.00)	9,613.26
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	181,076.00
TOTAL ASSETS	(846,447.88)	1,813,280.24
LIABILITIES		
8001-0000-200000 OPEB Liability	-	402,760.00
8001-0000-200300 Pension Liability	-	456,586.00
8001-0000-210000 Construction Costs Payable	-	15,016.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	(500,860.24)	-
8002-8002-211100 Accounts Payable	500,985.24	125.00
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	125.00	884,333.47
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(62,602.68)	72,454.45
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(783,970.20)	25,869,221.77
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	(846,572.88)	928,946.77
TOTAL LIABILITIES & EQUITY	(846,447.88)	1,813,280.24

**Lansing Housing Commission
Shelter Plus Care
Balance Sheet for January 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8021-0000-111111 Chase Checking	(2,604.20)	1,635.01
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	<u>2,604.20</u>	<u>2,604.20</u>
TOTAL ASSETS	<u>-</u>	<u>1,635.01</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	5,482.00
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>5,482.00</u>
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(8,086.20)
8021-0000-282000 Income and Expense Clearing	-	950,364.37
8021-8021-282000 Income and Expense Clearing	<u>-</u>	<u>(905,602.16)</u>
TOTAL EQUITY	<u>-</u>	<u>(3,846.99)</u>
TOTAL LIABILITIES & EQUITY	<u>-</u>	<u>1,635.01</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 241,297	\$ 252,455	\$ (11,158)	\$ 219,005	\$ 432,780	\$ 180,325
Tenant Revenue - Other	11,761	10,439	1,322	13,637	16,868	6,429
Total Tenant Revenue	<u>\$ 253,058</u>	<u>\$ 262,894</u>	<u>\$ (9,836)</u>	<u>\$ 232,642</u>	<u>\$ 449,648</u>	<u>\$ 186,754</u>
HUD PHA Operating Grants	501,349	557,802	(56,453)	369,475	956,232	398,430
CFP Operational Income	125,860	-	125,860	57,210	-	-
Fraud Recovery and Other	3,546	6,958	(3,412)	92,011	13,516	6,558
Total Operating Revenue	<u>\$ 883,614</u>	<u>\$ 827,654</u>	<u>\$ 55,960</u>	<u>\$ 751,338</u>	<u>\$ 1,419,396</u>	<u>\$ 591,742</u>
Administrative Salaries	\$ 32,375	\$ 56,076	\$ (23,701)	\$ 41,841	\$ 97,198.00	\$ 41,122.00
Auditing Fees	3,750	8,373	(4,623)	373	8,373	-
Management Fees	100,647	62,415	38,232	59,490	106,998	44,582
Bookkeeping Fees	10,276	10,080	196	9,610	17,280	7,200
Employee Benefits Contributions - Admin	25,727	20,370	5,356	13,518	35,092	14,721
Office Expenses	26,250	19,817	6,433	38,433	32,522	12,705
Legal	8,238	14,768	(6,530)	7,140	27,320	12,552
Travel	98	-	98	-	-	-
Other	15,563	4,500	11,063	4,665	4,500	-
Tenant Services - Other	3,744	6,800	(3,056)	2,496	7,900	1,100
Water	44,727	58,747	(14,020)	45,280	98,538	39,791
Electricity	17,760	30,391	(12,631)	24,595	48,456	18,065
Gas	22,420	24,700	(2,280)	16,692	53,496	28,796
Other Utilities Expense	5,918	5,336	582	86	5,336	-
Ordinary Maintenance and Operations - Labor	50,551	91,014	(40,463)	77,713	157,658	66,644
Ordinary Maintenance and Operations - Material	48,273	48,845	(572)	55,733	83,720	34,875
Ordinary Maintenance and Operations - Contra	159,204	118,502	40,702	111,380	197,741	79,239
Employee Benefits Contributions - Ordinary	87,689	35,069	52,619	30,146	60,434	25,364
Protective Services - Other Contract Costs	1,265	1,365	(100)	1,414	2,340	975
Property Insurance	19,469	18,422	1,048	7,636	31,580	13,158
Liability Insurance	7,522	7,527	(6)	9,132	12,904	5,377
Workers Compensation	3,887	3,563	324	2,144	6,108	2,545
All Other Insurance	1,198	1,327	(128)	553	2,274	948
Other General Expenses	39,070	18,396	20,674	78,391	31,536	13,140
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	14,855	12,662	2,193	-	21,561	8,899
Bad debt - Tenant Rents	7,837	2,191	5,646	4,526	2,629	438
Interest Expense	11,709	11,710	(1)	8,635	19,830	8,120
Total Operating Expenses	<u>\$ 770,024</u>	<u>\$ 692,966</u>	<u>\$ 77,057</u>	<u>\$ 651,621</u>	<u>\$ 1,173,322</u>	<u>\$ 480,356</u>
Net Income (Loss)	<u>\$ 113,590</u>	<u>\$ 134,688</u>	<u>\$ (21,098)</u>	<u>\$ 99,717</u>	<u>\$ 246,073</u>	<u>\$ 111,385</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt

For the Period Ending January 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 242,199	\$ 257,224	\$ (15,025)	\$ 225,384	\$ 440,184	\$ 182,960
Tenant Revenue - Other	14,475	16,769	(2,294)	17,278	28,324	11,555
Total Tenant Revenue	<u>\$ 256,674</u>	<u>\$ 273,993</u>	<u>\$ (17,319)</u>	<u>\$ 242,662</u>	<u>\$ 468,508</u>	<u>\$ 194,515</u>
HUD PHA Operating Grants	662,767	737,401	(74,634)	405,147	1,264,116	526,715
CFP Operational Income	139,059	-	139,059	107,762	-	-
Fraud Recovery and Other	2,335	3,756	(1,420)	107,756	7,332	3,576
Total Operating Revenue	<u>\$ 1,060,835</u>	<u>\$ 1,015,150</u>	<u>\$ 45,685</u>	<u>\$ 863,327</u>	<u>\$ 1,739,956</u>	<u>\$ 724,806</u>
Administrative Salaries	\$ 41,279	\$ 50,087	\$ (8,809)	\$ 36,920	\$ 86,818	\$ 36,731
Auditing Fees	3,750	8,373	(4,623)	373	8,373	-
Management Fees	110,449	67,942	42,508	68,639	116,472	48,530
Bookkeeping Fees	11,318	10,973	346	11,087	18,810	7,838
Employee Benefits Contributions - Admin	30,103	11,844	18,260	13,729	20,451	8,608
Office Expenses	25,112	19,584	5,548	16,984	35,393	15,829
Legal	8,963	12,637	(3,674)	9,097	23,962	11,325
Travel	192	553	(361)	505	948	395
Other	(7,327)	5,040	(12,367)	10,721	10,080	5,040
Tenant Services - Other	3,585	3,200	385	2,128	5,700	2,500
Water	72,955	52,038	20,917	45,917	89,208	37,170
Electricity	33,296	18,240	15,056	14,655	29,790	11,550
Gas	21,183	21,000	183	16,614	41,500	20,500
Other Utilities Expense	-	-	-	-	11,208	11,208
Ordinary Maintenance and Operations - Labor	58,669	75,950	(17,281)	65,414	131,157	55,207
Ordinary Maintenance and Operations - Material	63,066	67,785	(4,719)	58,939	123,060	55,275
Ordinary Maintenance and Operations - Contrac	125,459	127,925	(2,466)	102,733	229,255	101,330
Employee Benefits Contributions - Ordinary	83,185	36,514	46,671	22,614	62,821	26,307
Protective Services - Other Contract Costs	1,943	2,149	(206)	1,229	3,684	1,535
Property Insurance	17,330	16,453	877	9,259	28,206	11,752
Liability Insurance	6,279	6,129	151	5,244	10,506	4,378
Workers Compensation	1,832	2,142	(310)	1,157	3,672	1,530
All Other Insurance	1,163	1,327	(163)	553	2,274	948
Other General Expenses	46,924	74,473	(27,549)	62,152	127,668	53,195
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,375	15,765	(4,390)	75	25,505	9,741
Bad debt - Tenant Rents	7,400	6,930	470	581	11,880	4,950
Interest Expense	19,515	19,515	0	14,391	33,049	13,534
Total Operating Expenses	<u>\$ 799,000</u>	<u>\$ 734,546</u>	<u>\$ 64,454</u>	<u>\$ 591,708</u>	<u>\$ 1,291,450</u>	<u>\$ 556,903</u>
Net Income (Loss)	<u>\$ 261,835</u>	<u>\$ 280,603</u>	<u>\$ (18,768)</u>	<u>\$ 271,618</u>	<u>\$ 448,506</u>	<u>\$ 167,903</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 235,377	\$ 239,995	\$ (4,618)	\$ 219,819	\$ 411,420	\$ 171,425
Tenant Revenue - Other	15,534	12,953	2,581	13,968	22,807	9,854
Total Tenant Revenue	<u>\$ 250,910</u>	<u>\$ 252,948</u>	<u>\$ (2,038)</u>	<u>\$ 233,787</u>	<u>\$ 434,227</u>	<u>\$ 181,279</u>
HUD PHA Operating Grants	602,097	669,900	(67,803)	556,661	1,148,400	478,500
CFP Operational Income	142,208	-	142,208	65,631	-	-
Fraud Recovery and Other	4,118	4,240	(122)	92,865	8,340	4,100
Total Operating Revenue	<u>\$ 999,333</u>	<u>\$ 927,088</u>	<u>\$ 72,245</u>	<u>\$ 948,944</u>	<u>\$ 1,590,967</u>	<u>\$ 663,879</u>
Administrative Salaries	\$ 38,927	\$ 51,211	\$ (11,283)	\$ 41,337	\$ 88,751	\$ 37,541
Auditing Fees	3,750	8,350	(4,600)	373	8,350	-
Management Fees	105,069	65,666	39,403	65,944	112,571	46,904
Bookkeeping Fees	10,673	10,605	68	10,652	18,180	7,575
Employee Benefits Contributions - Admin	34,344	15,936	18,408	10,657	27,488	11,552
Office Expenses	22,702	24,778	(2,076)	18,582	43,308	18,530
Legal	7,759	11,081	(3,322)	11,199	18,996	7,915
Travel	428	635	(207)	1,146	1,270	635
Other	5,756	6,220	(464)	12,369	10,962	4,443
Tenant Services - Other	2,300	4,200	(1,900)	2,051	7,200	3,000
Water	37,005	37,407	(402)	23,744	64,127	26,720
Electricity	25,364	22,134	3,229	21,948	37,945	15,810
Gas	19,917	35,618	(15,701)	15,239	52,824	17,206
Other Utilities Expense	11,611	210	11,401	-	11,076	10,866
Ordinary Maintenance and Operations - Labor	58,296	102,477	(44,181)	80,835	177,435	74,968
Ordinary Maintenance and Operations - Material	87,739	95,169	(7,430)	45,283	163,232	68,063
Ordinary Maintenance and Operations - Contrac	159,026	129,391	29,635	94,506	226,754	97,363
Employee Benefits Contributions - Ordinary	121,650	94,087	67,562	39,459	93,053	38,966
Protective Services - Other Contract Costs	2,297	2,100	197	2,529	3,600	1,500
Property Insurance	24,360	22,618	1,742	9,985	38,773	16,156
Liability Insurance	7,871	7,758	113	9,378	13,299	5,541
Workers Compensation	1,866	2,849	(983)	1,509	4,884	2,035
All Other Insurance	1,508	1,327	182	553	2,274	948
Other General Expenses	51,183	20,166	31,017	70,223	34,416	14,250
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	14,323	13,739	584	284	23,318	9,578
Bad debt - Tenant Rents	9,862	7,350	2,512	3,976	12,600	5,250
Interest Expense	11,528	11,527	1	8,501	19,522	7,995
Total Operating Expenses	<u>\$ 878,113</u>	<u>\$ 764,609</u>	<u>\$ 113,504</u>	<u>\$ 602,263</u>	<u>\$ 1,315,908</u>	<u>\$ 551,299</u>
Net Income (Loss)	<u>\$ 121,220</u>	<u>\$ 162,479</u>	<u>\$ (41,258)</u>	<u>\$ 346,682</u>	<u>\$ 275,059</u>	<u>\$ 112,580</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 215,483	\$ 247,100	\$ (31,617)	\$ 250,812	\$ 423,600	\$ 176,500
Tenant Revenue - Other	13,132	27,125	(13,993)	25,395	44,750	17,625
Total Tenant Revenue	<u>\$ 228,615</u>	<u>\$ 274,225</u>	<u>\$ (45,610)</u>	<u>\$ 276,207</u>	<u>\$ 468,350</u>	<u>\$ 194,125</u>
HUD PHA Operating Grants	425,809	473,760	(47,951)	485,936	812,160	338,400
CFP Operational Income	123,683	-	123,683	46,268	-	-
Fraud Recovery and Other	5,096	7,792	(2,696)	92,046	14,567	6,775
Total Operating Revenue	<u>\$ 783,204</u>	<u>\$ 755,777</u>	<u>\$ 27,427</u>	<u>\$ 900,456</u>	<u>\$ 1,295,077</u>	<u>\$ 539,300</u>
Administrative Salaries	\$ 69,712	\$ 50,455	\$ 19,257	\$ 26,667	\$ 87,455	\$ 37,000
Auditing Fees	3,750	8,000	(4,250)	373	8,000	-
Management Fees	95,269	61,115	34,154	61,765	104,769	43,654
Bookkeeping Fees	9,556	9,870	(314)	9,976	16,920	7,050
Employee Benefits Contributions - Admin	40,643	20,057	20,586	17,354	34,552	14,495
Office Expenses	28,430	22,104	6,326	19,232	35,449	13,345
Legal	14,131	17,430	(3,299)	13,425	33,025	15,595
Travel	692	90	602	252	160	70
Other	(691)	-	(691)	6,577	325	325
Tenant Services - Other	8,357	4,010	4,347	3,564	8,010	4,000
Water	54,848	47,200	7,648	45,703	89,500	42,300
Electricity	43,074	45,200	(2,126)	47,421	99,200	54,000
Gas	21,918	29,100	(7,184)	28,310	51,000	21,900
Other Utilities Expense	1,140	1,330	(190)	598	4,580	3,250
Ordinary Maintenance and Operations - Labor	95,806	101,000	(5,194)	104,950	174,880	73,880
Ordinary Maintenance and Operations - Material	49,092	53,510	(4,518)	51,447	100,810	47,200
Ordinary Maintenance and Operations - Contrac	112,064	77,450	34,614	56,677	128,180	50,730
Employee Benefits Contributions - Ordinary	110,310	44,690	65,621	30,930	76,942	32,253
Protective Services - Other Contract Costs	840	6,980	(6,140)	6,840	7,780	800
Property Insurance	10,495	10,995	(500)	4,907	18,849	7,854
Liability Insurance	8,279	8,183	96	9,959	14,029	5,845
Workers Compensation	3,424	2,849	575	1,509	4,884	2,035
All Other Insurance	818	1,327	(508)	553	2,274	948
Other General Expenses	40,626	8,085	32,541	52,040	13,860	5,775
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,736	11,806	(4,070)	378	17,035	5,230
Bad debt - Tenant Rents	18,281	17,500	781	14,110	30,000	12,500
Interest Expense	2,632	2,632	0	1,941	4,457	1,825
Total Operating Expenses	<u>\$ 851,232</u>	<u>\$ 663,067</u>	<u>\$ 188,164</u>	<u>\$ 617,457</u>	<u>\$ 1,166,925</u>	<u>\$ 503,858</u>
Net Income (Loss)	<u>\$ (68,028)</u>	<u>\$ 92,710</u>	<u>\$ (160,738)</u>	<u>\$ 282,999</u>	<u>\$ 128,152</u>	<u>\$ 35,442</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 934,356	\$ 986,774	\$ (52,418)	\$ 915,020	\$ 1,707,984	\$ 711,210
Tenant Revenue - Other	54,901	67,286	(12,385)	70,277	112,749	45,463
Total Tenant Revenue	<u>\$ 989,258</u>	<u>\$ 1,054,060</u>	<u>\$ (74,802)</u>	<u>\$ 985,297</u>	<u>\$ 1,820,733</u>	<u>\$ 756,673</u>
HUD PHA Operating Grants	2,192,022	2,438,863	(246,841)	1,817,219	4,180,908	1,742,045
CFP Operational Income	530,611	-	530,611	276,871	-	-
Fraud Recovery and Other	15,096	22,746	(7,650)	384,678	43,754	21,009
Total Operating Revenue	<u>\$ 3,726,986</u>	<u>\$ 3,525,669</u>	<u>\$ 201,317</u>	<u>\$ 3,464,065</u>	<u>\$ 6,045,395</u>	<u>\$ 2,519,727</u>
Administrative Salaries	\$ 183,293	\$ 207,829	\$ (24,536)	\$ 146,764	\$ 360,222	\$ 152,394
Auditing Fees	15,000	33,096	(18,096)	1,493	33,096	-
Management Fees	411,435	257,138	154,297	255,838	440,808	183,670
Bookkeeping Fees	41,823	41,528	296	41,325	71,190	29,863
Employee Benefits Contributions - Administrative	130,817	68,208	62,610	55,258	117,583	49,376
Office Expenses	102,494	86,263	16,230	93,231	146,672	60,409
Legal Expense	39,090	55,916	(16,826)	40,861	103,303	47,387
Travel	1,410	1,278	132	1,902	2,378	1,100
Other	13,301	15,760	(2,458)	34,333	25,567	9,808
Tenant Services - Other	17,986	18,210	(224)	10,238	28,810	10,600
Water	209,536	195,392	14,143	160,644	341,373	145,981
Electricity	119,494	115,965	3,528	108,619	215,391	99,425
Gas	85,437	110,418	(24,981)	76,855	198,820	88,402
Other Utilities Expense	18,669	6,876	11,793	684	32,200	25,324
Ordinary Maintenance and Operations - Labor	263,323	370,441	(107,118)	328,912	641,129	270,688
Ordinary Maintenance and Operations - Material	248,170	265,409	(17,239)	211,402	470,822	205,413
Ordinary Maintenance and Operations - Contract	555,753	453,268	102,485	365,296	781,930	328,662
Employee Benefits Contributions - Ordinary	402,834	170,360	232,474	123,149	293,250	122,890
Protective Services - Other Contract Costs	6,345	12,594	(6,249)	12,012	17,404	4,810
Property Insurance	71,654	68,488	3,167	31,787	117,408	48,920
Liability Insurance	29,952	29,597	355	33,713	50,738	21,141
Workers Compensation	11,008	11,403	(395)	6,320	19,548	8,145
All Other Insurance	4,688	5,307	(618)	2,211	9,097	3,790
Other General Expenses	177,804	121,120	56,684	262,807	207,480	86,360
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	48,289	53,972	(5,683)	737	87,419	33,447
Bad debt - Tenant Rents	43,380	33,971	9,409	23,193	57,109	23,138
Interest Expense	45,384	45,384	(0)	33,467	76,858	31,474
Total Operating Expenses	<u>\$ 3,298,369</u>	<u>\$ 2,855,190</u>	<u>\$ 443,179</u>	<u>\$ 2,463,049</u>	<u>\$ 4,947,606</u>	<u>\$ 2,092,416</u>
Net Income (Loss)	<u>\$ 428,617</u>	<u>\$ 670,479</u>	<u>\$ (241,862)</u>	<u>\$ 1,001,016</u>	<u>\$ 1,097,790</u>	<u>\$ 427,311</u>

Lansing Housing Commission
Budget vs. Actual
COCC

For the Period Ending January 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 516,730	\$ 500,194	\$ 16,536	\$ 369,675	\$ 759,426	\$ 259,232
Bookkeeping Fees Income	41,822	41,531	291	41,325	71,190	29,859
Fraud Recovery and Other	43,830	64,479	(20,649)	36,101	101,970	37,491
Total Operating Revenue	<u>\$ 602,382</u>	<u>\$ 606,204</u>	<u>\$ (3,822)</u>	<u>\$ 447,101</u>	<u>\$ 932,586</u>	<u>\$ 326,382</u>
Administrative Salaries	\$ 161,071	\$ 224,047	\$ (62,975)	\$ 88,034	\$ 351,905	\$ 127,859
Auditing Fees	3,750	8,000	(4,250)	5,479	8,000	-
Employee Benefits Contributions - Admin	139,214	43,406	95,808	29,124	74,100	30,694
Office Expenses	14,820	21,593	(6,773)	9,751	35,335	13,742
Legal	1,667	2,000	(333)	207	3,000	1,000
Travel	27	12,650	(12,623)	5,240	16,500	3,850
Other	23,031	18,800	4,231	4,102	32,050	13,250
Tenant Services - Other	-	-	-	564	-	-
Water	329	833	(504)	1,134	1,428	595
Electricity	3,941	4,900	(959)	5,230	8,425	3,525
Gas	579	1,050	(471)	416	1,690	640
Other Utilities Expense	144	-	144	-	-	-
Ordinary Maintenance and Operations - Material	34	1,400	(1,367)	3,596	2,400	1,000
Ordinary Maintenance and Operations - Contract	5,800	7,423	(1,623)	11,267	13,088	5,665
Protective Services - Other Contract Costs	1,537	725	812	362	925	200
Property Insurance	957	2,415	(1,458)	869	4,141	1,725
Liability Insurance	226	815	(589)	328	1,397	582
Workers Compensation	770	2,324	(1,554)	231	3,984	1,660
All Other Insurance	2,182	5,588	(3,406)	3,864	9,579	3,991
Other General Expenses	35,860	31,734	4,126	34,368	62,314	30,580
Compensated Absences	-	-	-	-	-	-
Interest Expense	6,960	7,154	(194)	7,813	12,024	4,870
Total Operating Expenses	<u>\$ 402,897</u>	<u>\$ 396,856</u>	<u>\$ 6,041</u>	<u>\$ 211,979</u>	<u>\$ 642,285</u>	<u>\$ 245,428</u>
Net Income (Loss)	<u>\$ 199,485</u>	<u>\$ 209,348</u>	<u>\$ (9,863)</u>	<u>\$ 235,122</u>	<u>\$ 290,301</u>	<u>\$ 80,954</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,057,368	\$ 6,021,730	\$ 35,638	\$ 6,062,696	\$ 10,273,680	\$ 4,251,950
Other Revenue	336	-	336	18	-	-
Fraud Recovery and Other	2,131	3,500	(1,369)	3,619	6,000	2,500
Total Operating Revenue	<u>\$ 6,059,835</u>	<u>\$ 6,025,230</u>	<u>\$ 34,605</u>	<u>\$ 6,066,333</u>	<u>\$ 10,279,680</u>	<u>\$ 4,254,450</u>
Administrative Salaries	\$ 99,235	\$ 186,828	\$ (87,593)	\$ 133,903	\$ 323,834	\$ 137,007
Auditing Fees	18,750	40,000	(21,250)	-	40,000	-
Management Fees	105,294	105,788	(494)	113,837	181,351	75,563
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	134,200	65,284	68,916	43,275	112,010	46,726
Office Expenses	90,323	80,518	9,805	70,018	125,224	44,706
Legal Expense	-	-	-	-	-	-
Travel	920	210	710	1,311	250	40
Other	5,318	17,004	(11,686)	20,602	28,408	11,404
Tenant Services - Other	-	-	-	-	-	-
Water	209	280	(71)	-	480	200
Electricity	893	910	(17)	817	1,560	650
Gas	56	610	(554)	20	940	330
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	-	1,716	(1,716)	-	3,048	-
Ordinary Maintenance and Operations - Contrac	19,440	2,422	17,018	8,621	4,152	-
Protective services - Other Contract Costs	261	250	11	362	500	250
Property Insurance	-	-	-	313	-	-
Liability Insurance	9,414	9,193	221	11,360	15,759	6,566
Workers Compensation	4,330	2,828	1,502	1,391	4,848	2,020
Other General Expenses	17,818	15,180	2,638	25,537	25,380	10,200
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	5,348,619	5,423,789	(75,170)	5,216,922	9,297,924	3,874,135
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 5,855,081</u>	<u>\$ 5,952,809</u>	<u>\$ (97,729)</u>	<u>\$ 5,648,288</u>	<u>\$ 10,165,668</u>	<u>\$ 4,212,859</u>
Net Income (Loss)	<u>\$ 204,755</u>	<u>\$ 72,421</u>	<u>\$ 132,334</u>	<u>\$ 418,044</u>	<u>\$ 114,012</u>	<u>\$ 41,591</u>



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

February 22, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2017 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 21 participants. The FSS has six (6) pending participant applications which are being reviewed and processed. Four (4) participants are scheduled to sign contracts in February 2017.

HCV Orientations:

LHC had zero (0) orientations during the month of January 2017 and issued zero (0) vouchers.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of January 2017. There are approximately 50 families out searching for approved housing with the final set of vouchers expiring mid-February 2017. The last 150 names were processed off the HCV waiting list. Documents are being returned for processing. The HCV waiting will reopen February 15 to February 22, 2017. There will once again be a local preference and a lottery for 450 slots. It is taking an average of 68 days for individuals to lease up once a voucher is issued. The May 2016 waiting list had a 30% lease up rate for the 450 applications selected.

Department Initiatives:

There are 160 active participants in the HUD VASH Program. Ten Veterans are currently searching for housing and 145 Veterans are housed. Two (2) referrals were received during this reporting period, which required one (1) VASH orientation for the month of January.





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

Voucher Utilization

December Voucher Program Total Units	1700
December Traditional HCV Utilization	1555
December % Utilized Units	91%

January Voucher Program Total Units	1700
January Traditional HCV Utilization	1625
January % Utilized Units	96%

Voucher Disbursement

HUD December HAP Disbursement	\$779,711.00
LHC December HAP/UAP Disbursement	\$742,486.00
% Voucher Funding Utilization	95%

HUD January HAP Disbursement	\$749,737.00
LHC January HAP/UAP Disbursement	\$780,764.00
% Voucher Funding Utilization	104%

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



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October, a quality control was conducted on nineteen (19) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 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. 40 inspections are scheduled for March 2017.

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





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PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 21 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 01/31/2017





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February 22, 2017

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 96% (not including the modernization units) at the end of January. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 798 (with units in MOD) or 96% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 96% at the end of January. There were zero (0) households moved in, four (4) residents moved out, and one (1) unit transfers. The UML was 198 which equals 98%.

Hildebrandt Park occupancy was 99% at the end of January (with units in MOD). There were zero (0) households moved in, two (2) residents moved out, and two (2) unit transfer. There was one (1) unit in MOD status. The UML was 215 (with units in MOD) which equals 98%.

LaRoy Froh occupancy was 96% at the end of January (with units in MOD). There were two (2) households moved in, two (2) residents moved out, and zero (0) unit transfer. There were three (3) units in MOD status. The UML was 204 (with units in MOD) which equals 96%.





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South Washington Park occupancy was 93% at the end of January (with one unit in MOD status). There were eight (8) households moved in, ten (10) residents moved out, and one (1) unit transfer. There was one (1) unit in MOD status. The UML was 185 (with unit in MOD) which equals 93%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	194	96%	0	5	1	0
Hildebrandt	220	215	98%	0	2	2	1
LaRoy Froh	213	204	96%	2	2	0	1
S. Washington	198	185	93%	8	10	1	1
Totals	833	798	96%	10	21	3	3

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 31,457.00	\$ 33,991.40	\$ (2,534.40)	108%
Hildebrandt	\$ 34,873.00	\$ 38,961.00	\$ (4,088.00)	112%
LaRoy Froh	\$ 35,190.00	\$ 38,095.35	\$ (2,905.35)	108%
S. Washington	\$ 30,570.00	\$ 28,597.00	\$ 1,973.00	94%
Totals	\$132,090.00	\$ 139,644.75	\$ (7,554.75)	106%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	4	1	1	3
Lease Violation (No Court action)				1
Evicted – Nonpayment Judgment		1		5
Evicted – Nonpayment Writ Ordered but not executed			1	
Physical Eviction				
Criminal Activity				
Drug Activity				
Rent too high				
Transfer	1	2	0	1
Totals	5	4	2	10

Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3208	Lease Ready	2-28-17	Yes- Over housed tenant transfer	UT scheduled 2-28-17 Vacant 11/2/16
3884 WAVERLY	Lease Ready	2/3/17	YES	Lease up date 2-3-17 Vacant: 12/2/16
3348 WAVERLY	Make Ready	2-17-17	YES	Contractors finishing unit Vacant: 12/9/16
3218	Make Ready	2/20/17	YES	Contractor working in it Vacant: 1-5-17
4329	Make Ready	2/24/17	YES	Contractor working in it Vacant: 1-24-17
3314	Make Ready	2/24/17	YES	Securing a contractor Vacant: 1-16-17

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting February 22, 2017

Monthly Asset Management Report January 2017

Page 3 of 6



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

3414	Make Ready	2/24/17	NO Committed to pay Friday 2-3	Securing a contractor Vacant: 1-23-17
3832	Make Ready	3/1/17		Securing a contractor Vacant: 1/30/17

Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
422 Hylewood	MOD STATUS	3/6/2017	No	Mold Remodel Unit vacant 8-30-2016 Per contractor's unit may take 90 days to complete
1218 High	Make Ready	2/15/2017	No	12/27/2016
3116-A	Make Ready	2/27/2017	No – working on assistance from organizations	Vacant 1/20/2017
1031 Shepard	Make Ready	3/6/2017	Yes	Vacant 1/4/2017

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42600	MOLD UNIT		HRCS Family	Vacant: 7-28-16
72362	Make Ready	3-1-17		Excessive damage to the unit due to years of living there. Vacant: 10-9-16
83622	Lease Ready	2/10/17	10/26/16	Transfer from MVP
72432	Make Ready	2/10/17	11/30/16	1 st family did not have money to move in, made an offer to a second family. Vacant 11-30-16

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



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Lansing Housing Commission Board Meeting February 22, 2017

Monthly Asset Management Report January 2017

Page 4 of 6



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

155327	Make Ready	2/10/17	12/5/16	Family assigned to move in when the unit is lease ready. Vacant 12-1-16
155852	Make Ready	2/17/17	12/19/16	Family assigned to move in when lease ready Vacant 12-19-16
72502	Make Ready		12/19/16	Vacant 12-19-16
72348	Make Ready	2/10/17	12/27/16	Vacant 12-27-16
72202	Make Ready	2/6/17	1/6/17	Assigned to family to lease up when unit is done vacant 1-6-17
56923	Make Ready	3/1/17	1/19/17	Contractor given unit. Excessive pipe damage due to tenant leaving windows open after vacating. Vacant 1-20-17
72220	Make Ready	3/8/17	1/27/17	Assigned to family in another subsidy. Notice has been given. Vacant 1/27/17

South Washington Park Vacant Unit Status: SWP has an orientation/Lease signing day schedule February 15, 2017. These units will be moved in according to their attendance and ability to pay on that day.

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
10104	Make Ready	2-16-17	N	Vacant date: 9-28-16
10109	Make Ready	2-16-17	N	Vacant Date: 11-22-16
10129	Make Ready	2-16-17	N	Vacant Date: 11-28-16
10432	Make Ready	2-23-17	N	Vacant Date: 1-20-17
10515	Make Ready	2-23-17	N	Vacant Date: 1-31-17
10416	Make Ready	2-23-17	N	Vacant Date: 1-25-17
10440	Make ready	2-16-17	N	Vacant Date: 1-5-17





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2609 Dier	Make Ready	2-17-17	N	Vacant Date: 6-19-16 MOD: Floors being completed
10138	Make Ready	2-16-17	N	Vacant Date: 1-4-17
10336	Make Ready	2-16-17	N	Vacant Date: 1-5-17
10330	Make Ready	2-23-17	N	Vacant Date: 1-19-17
2600 Fireside	Make Ready	2-14-17	N	Unit Transfer Vacant Date: 12-8-16





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**LHC Board
Sign-In Sheet
Date of Meeting: February 22, 2017**

Name	Organization	Phone #	E-mail
Kim Shirey	HCV	(517) 487-0242	KimS@lanshc.org
ANDREA Bailey	LIPH	(517) 372-7145	andreab@lanshc.org
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Lisa Krell	HCV	853-3071	Lisak@lanshc.org
Janeel McLeod	LHC	393-4200	janellm@LANSHC.org
Edward Forrest	LHC	853-3068	EdwardF@lanshc.org
Marvin Ellis	LHC	517-250-1732	marvine@lanshc.org

