



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

Agenda
Lansing Housing Commission
January 27, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of January 6, 2016
Approval of Minutes of November 18, 2015
3. Action Items:
Resolution 1241-Approval of Contract between LHC and First Contracting for
LaRoy Froh Kitchen and Bathroom Renovations
4. Informational Items
 - a. Accounting/Audit Update Patricia Baines-Lake
 - b. 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.
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 6, 2016
Special Board Meeting of Lansing Housing Commission**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

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

GUESTS: Kevin Laviano – Cleveland Field Office U. S. Department of Housing & Urban Development - by Telephone, Douglas Gordon, Detroit Field Office – U. S. Department of Housing & Urban Development

STAFF:	Patricia Baines-Lake	Lisa Parsons
	Kim Shirey	Kris Whipple
	Ryan Lee	Victoria
	Janell McLeod	

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1238 – Approval of 2016 HCV Utility **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1239-Approval of 2016 HCV Payment Standards.
The Motion was approved unanimously.

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1240-Approval of Recover Agreement between Lansing Housing Commission, U. S. Department of Housing & Urban Development and City of Lansing.

Kevin Laviano – HUD Recovery TEAM Lead and Douglas Gordon discussed the contents of the Recovery Plan and entertained comments from the Lansing Housing Commission. Minor revisions were made to the plan prior to adoption by the Board of Commissioners. **The Motion was approved unanimously.**

Accounting /Finance Update

Patricia Baines-Lake

Director, Baines-Lake advised the Commission the person selected to fill the Chief Finance Officer Position rescinded his acceptance. A discussion of next steps ensued



that resulted with instructions to complete an exigent procurement of a resource to maintain the day to day finance operations of the Commission to support Mr. May as he continued to address the completion of the 2014 and 2015 audits.

Chairperson Baltimore gave brief closing remarks and thanked the U. S. Department of Housing and Development for their direction and input. In addition he committed on behalf of the board to effectively correct the items cited in the Recovery Agreement within or ahead of the timelines..

There being no other business, Commissioner Baltimore adjourned the meeting at 6:55 p.m.





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**Minutes of the November 18, 2015
Lansing Housing Commission**

Commissioner Baltimore called the meeting to order promptly at 5:32 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners, Baltimore, Deschaine, Robinson and Koppelman-Helvey – by Telephone. Commissioner Joyce called to indicate he would be absent.

GUESTS: None

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

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve the Minutes of the October 28, 2015 Board Meeting

Resolution No, 1238 – Approval of 2016 HCV Utility Schedule Commissioner Ray moved to **Table the Motion pending receipt of the full utility analysis report.**

Written Informational Reports were provided as follows:

Audit Accounting Update		Patricia Baines-Lake
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

There being no other business, Commissioner Frens adjourned the meeting at 6:45 p.m.





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January 27, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to execute a Contract between First Contracting and Lansing Housing Commission to renovate the Kitchens and Baths at LaRoy Froh Townhouses - Resolution #1241.

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1241, which authorizes Patricia Baines-Lake acting in her capacity as Executive Director of Lansing Housing Commission to enter into a contract with First Contracting to renovate the kitchens and baths at LaRoy Froh Townhouses.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's formal approval of a lump sum contract, in the amount of \$757,005.00 with First Contracting to renovate the kitchens and baths at LaRoy Froh townhouses.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for renovation of the kitchens and baths on November 6, 2015 based on drawings and specification prepared by DLZ Architects. LHC and DLZ Architects conducted a walk thru at LaRoy Froh on November 22, 2015. Five (5) contractors participated in the walkthrough. One (1) contract addendum was issued. The sealed bids were due on December 17, 2015. No contractors, one (1) LHC staff and three (3) DLZ Architect representatives participated in the bid opening.

Bid documents were placed at four (4) major houses (see attachment) on LHC's website and in the Lansing State Journal. Solicitations were sent to companies who have bid on LHC work in the past and anyone who indicated an interest. Despite our best efforts only two contractors bid on the work. The lowest bid was consistent with the Internal



Cost Estimate completed by DLZ Architect. We believe the best practices for a fair open procurement were utilized even though the results in terms of the quantity of bids, is less than ideal. In addition, other construction related requests for proposals are experiencing difficulty in achieving multiple bids in this area. Therefore, staff recommends the board approve the Architect's recommendation to award the bid to First Contracting.

DLZ Architects conducted post-bid interviews with the one (1) bidder to ensure the bid understandings. The apparent low bidder was First Contracting with a Total Lump Sum Base Bid of \$757,005.00 with no irregularities.

RECOMMENDATION

DLZ Architects recommended award of the project to First Contracting based on the review of the submitted bids and contractor qualifications for a Lump Sum amount of \$757,005.00. We believe the best practices for a fair open procurement were utilized even though the results in terms of the quantity of bids, is less than ideal. In addition, other construction related requests for proposals are experiencing difficulty in achieving multiple bids in this area. Therefore, staff recommends the board approve the Architect's recommendation to award the bid to First Contracting.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: First Contracting
Bid Amount: \$757,005.00
Term: 120 Days
Funding: 2015 CFP Funds

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1241

ADOPTED BY THE LANSING HOUSING COMMISSION

January 27, 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 enter into a contract between the Lansing Housing Commission and First Contracting, to complete kitchen and bathroom renovations, at LaRoy Froh pursuant to drawings and specifications completed by DLZ Architects.

The contact amount is not to exceed \$757,005.00 to be expended over the next year.

Funding Source: 2015 CFP funds.



Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1241
Date Adopted: 01/27/2016





INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

January 15, 2016

Ms. Patricia Baines-Lake
Executive Director
Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933

RE: **RECOMMENDATION OF CONTRACT AWARD**
LaRoy Froh Townhouses
Kitchen and Bathroom Renovations
DLZ Project # 1441-6569-01

Dear Ms. Baines-Lake:

Two bids relative to the above-referenced project were received, publicly opened and read at 2:00 p.m. on December 17, 2015, at the Lansing Housing Commission Office in Lansing, Michigan. Included were prices for performing the base scope of work, unit prices, add alternate, and allowances. Bids were reviewed by DLZ Michigan, following the bid opening, and only one bid was found to be responsive and in compliance with the requirements of the bid documents.

BID SUMMARY

Two bids submitted for this project were as follows:

Bidder	Bid Form	Bid Security/Bond	Local Company	Compliance w/Bid Documents	BP#1 Base Bid Price w/Allowance	BP#3 Base Bid Price w/Allowance	Add Alternate #1
First Contracting, Inc.	X	X	X	X	\$343,970.00	\$360,005.00	\$53,030.00
Hubble Construction and Restoration, LLC	-	-	X	-	\$297,732.74	\$477,990.01	-

EVALUATION

The apparent low bid was First Contracting with a Total Lump Sum Price of \$757,005.00 for the Base Bid Scope of Work for Bid Packages #1 and #3, and Add Alternate #1. Based on our evaluation of the bids and post bid interviews we found First Contracting to be confident that all required work was included in their bid, observed the existing working conditions prior to preparing their bid, and also verified they could complete the construction of the project to meet Lansing Housing Commission's scheduling needs.

1425 Keystone Ave. Lansing, MI 48911 | OFFICE 517.393.6800 | ONLINE WWW.DLZ.COM

Akron Arlington Heights Burns Harbor Chicago Cleveland Columbus Detroit Fort Wayne Frankfort Hammond Indianapolis Joliet Kalamazoo Lansing Louisville
Melvindale Saint Joseph South Bend Toledo

RECOMMENDATION

Based on our review of the submitted bids, discussions with Lansing Housing Commission, and if sufficient funds can be appropriated, DLZ recommends award of the project to the lowest most qualified bidder, First Contracting, for a Total Lump Sum Price of \$757,005.00.

Should additional information or further discussion relative to this award recommendation be needed, please feel free to contact our office.

Very truly yours,

DLZ MICHIGAN, INC.

A handwritten signature in black ink, appearing to read 'Scott D. Laubenthal', with a stylized flourish at the end.

Scott D. Laubenthal, Assoc. AIA, LEED AP
Project Manager

SDL/ETB

m:\proj\1441\6569.01 lhc laroy froh\docs\bidding\post bid\roa.doc

POST BID INTERVIEW RECORD

DATE: January 4, 2016
BY: DLZ
WITH: First Contracting, Inc.
Brian Flemming & William Seeley
SUBJECT: Lansing Housing Commission
LaRoy Froh Townhouses
Kitchen and Bathroom Renovations
Post Bid Verification

The following summarized responses from First Contracting are listed below for each question:

1. Are you comfortable and confident in your Lump Sum Price?
 - a. Answer: Yes
2. Are you comfortable and confident in your Add Alternate Pricing?
 - a. Answer: Yes
3. Please explain your offered Deduct Alternate Pricing?
 - a. Answer: Provide alternate cabinet manufacturer product as a potential deductive option. Base bid complied with specification requirements. DLZ requested sample and additional product information be provided.
4. Did you include the indicated Allowances in your Base Bid?
 - a. Answer: Yes
5. The contract calls for project substantial completion within 120 days from the NTP, can you perform the Work in that time frame?
 - a. Answer: Yes, they need a maximum of 3 days per unit to complete work. They indicated that both bid packages could be worked on simultaneously and that they have capacity to do the project. Bid indicates that material lead times expected are approximately 56 calendar days after shop drawing approvals.

6. Your Bid indicated that you had received Addendum 1 & 2. Were these addenda included in your Bid amount?
 - a. Answer: Yes
7. Are all required scope of work items included in your Bid to the best of your knowledge?
 - a. Answer: Yes, have a clear understanding of the scope of work and LHC expectations. Acknowledge the project will occur with occupied units, working hours and days within the spec, and that access to work on the units will be limited to a pair at a time.
8. This project requires Davis-Bacon Prevailing Wage Rates to be paid to all personal performing work on this project per LHC. Were these wage rates figured into your Bid?
 - a. Answer: Yes
9. Certified Payroll documentation will be required with each submitted payment on this project, will you comply with this requirement?
 - a. Answer: Yes
10. Can you provide Schedule of Values, Sub-Contractors and Suppliers List, and detailed Construction Schedule for DLZ's review?
 - a. Answer: Yes
11. Can you provide LHC with an Affidavit confirming that your firm and all of your sub-contractors will adhere to a zero tolerance alcohol, drug and tobacco policy and submit to LHC documentation of testing and compliance?
 - a. Answer: Yes
12. Did you attend the pre-bid walk through?
 - a. Answer: Yes

Scott Laubenthal, Assoc. AIA, LEED AP

From: Jeremy Raymond [ray@lauxconstruction.com]
Sent: Wednesday, December 30, 2015 2:31 PM
To: Scott Laubenthal, Assoc. AIA, LEED AP; 'David Laux'
Cc: 'Chris Martin'
Subject: RE: LHC LaRoy Froh - Bid

Scott,

We decided against bidding this project primarily based on the specific scope of work. We have bid many similar projects for the LHC without success and felt that our time and manpower would be best spent elsewhere. It was my understanding that this was a public bid, thank you for bringing it to our attention. It is unfortunate that there was not much of a response, good luck moving forward with the project.

Chris Martin has been copied into the email as he was also involved in the decision.

Thank you,
Jeremy Raymond



4218 Charlar Dr.
Holt, MI 48842
517.694.0117 Office
517.694.0359 Fax
517.420.2945 Cell
ray@lauxconstruction.com

From: Scott Laubenthal, Assoc. AIA, LEED AP [<mailto:slaubenthal@dlz.com>]
Sent: Wednesday, December 30, 2015 1:45 PM
To: 'Jeremy Raymond'; 'David Laux'
Subject: LHC LaRoy Froh - Bid

Good Afternoon,



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

TRANSMITTAL LETTER

DATE: January 6, 2016

TO: Lansing Housing Commission
419 Cherry St.
Lansing, MI 48933
Attn: Patricia Baines-Lake, Executive Director

RE: Closeout Submittals & Final Pay Application

PROJECT # 1441-6507-02

WE ARE TRANSMITTING HERewith THE FOLLOWING MATERIAL

Date	Copies	Description
1-6-16	3	Closeout Binders
	2	Final Pay Applications

REMARKS

Please let us know if you have any questions or need additional information.

DLZ REPRESENTATIVE

Scott D. Laubenthal, Assoc. AIA, LEED AP
Project Manager

CC SDL, ETB

Scott Laubenthal, Assoc. AIA, LEED AP

From: Jerry Carter [jcarter@mooretroper.com]
Sent: Wednesday, December 30, 2015 1:52 PM
To: Scott Laubenthal, Assoc. AIA, LEED AP
Subject: RE: LHC LaRoy Froh - Bid

Scott,
It were MTCC intent to bid this project, due to our work load, we were just to busy.
Please keep MTCC in mind for your next projects.

Thank You
Jerry Carter, Project Manager
Moore Trosper Construction Co.
4224 Keller Road
Holt, Michigan 48842
(517) 694-6310 Phone
(517) 694-1173 Fax
www.mooretroper.com

From: Scott Laubenthal, Assoc. AIA, LEED AP [<mailto:slaubenthal@dlz.com>]
Sent: Wednesday, December 30, 2015 1:45 PM
To: Jerry Carter
Subject: LHC LaRoy Froh - Bid

Good Afternoon,

Could you please send me a brief email stating that you were invited to bid the Kitchen and Bathroom Renovations project and why you were not able to bid the work? We only received two bids and only one was responsive. So we need justification to award to the only responsive bidder at this point. Your assistance would be appreciated.

Thank you,

Scott Laubenthal, Assoc. AIA, LEED AP | Project Manager

517-393-6800 x4942 (office) | 517-272-7390 (fax)
slaubenthal@dlz.com | www.dlz.com

Scott Laubenthal, Assoc. AIA, LEED AP

From: leo@trumblegroup.com
Sent: Thursday, December 31, 2015 4:30 AM
To: Scott Laubenthal, Assoc. AIA, LEED AP
Subject: Re: LHC LaRoy Froh - Bid

Scott,

We received multiple invitation and update emails directly from DLZ for this project. We appreciate the direct invites and all bid opportunities. We attended the bid walk through and while we have had positive experiences working with LHC we decided not to bid the project. The primary reason we did not bid is the logistical difficulty of performing what we felt to be semi extensive remodeling in occupied units. Other contractors such as First Contracting have extensive experience working on occupied multifamily projects and we feared we could not compete due to the fact we would need to increase our prices to cover the the inefficiencies of working in occupied units.

Thank you,
Leo Trumble

From: "Scott Laubenthal, Assoc. AIA, LEED AP" <slaubenthal@dlz.com>
To: "leo@trumblegroup.com" <leo@trumblegroup.com>
Sent: Wednesday, December 30, 2015 1:45 PM
Subject: LHC LaRoy Froh - Bid

Good Afternoon,

Could you please send me a brief email stating that you were invited to bid the Kitchen and Bathroom Renovations project and why you were not able to bid the work? We only received two bids and only one was responsive. So we need justification to award to the only responsive bidder at this point. Your assistance would be appreciated.

Thank you,

Scott Laubenthal, Assoc. AIA, LEED AP | Project Manager

517-393-6800 x4942 (office) | 517-272-7390 (fax)
slaubenthal@dlz.com | www.dlz.com

Lansing Housing Commission

Financial Data Schedules Year Ended June 30, 2014

		Public Housing Project Total	14.CFP Capital Fund	14.571 Housing Choice Vouchers	14.182 N/C S/R Section 8 Programs - Canyon Pointe	14.238 Supportive Housing Program	State/Local	Business Activities	Central Office Cost Center	Subtotal	Eliminations	Total	6.1 Component Units - Discretely Presented
	Balance Sheet												
	Assets												
111	Cash - Unrestricted	768,015	0	769,387	0	17,366	0	0	166,098	1,720,866	0	1,720,866	11,737
113	Cash - Other Restricted	0	0	703,005	0	0	0	0	0	703,005	0	703,005	211,955
114	Cash - Tenant Security Deposits	72,683	0	0	0	0	0	0	0	72,683	0	72,683	4,191
100	Total Cash	840,698	0	1,472,392	0	17,366	0	0	166,098	2,496,554	0	2,496,554	227,883
122	Total Accounts Receivable - Hud Other Projects	6,671	0	0	0	0	0	0	0	6,671	0	6,671	0
125	Total Accounts Receivable - Miscellaneous	0	0	0	0	0	0	0	68,977	68,977	0	68,977	31,497
126	Accounts Receivable - Tenants - Dwelling Rents	54,414	0	0	0	0	0	0	0	54,414	0	54,414	0
126.1	Allowance For Doubtful Accounts - Dwelling Rents	(32,965)	0	0	0	0	0	0	0	(32,965)	0	(32,965)	0
129	Accrued Interest Receivable	767	0	0	0	0	0	24,567	0	25,334	0	25,334	0
120	Total Receivables- Net Of Allowances For Doubtful Accounts	28,887	0	0	0	0	0	24,567	68,977	122,431	0	122,431	31,497
131	Investments - Unrestricted	504,132	0	0	0	0	0	0	0	504,132	0	504,132	0
142	Prepaid Expenses And Other Assets	329,610	0	5,778	0	0	0	0	1,328	336,716	0	336,716	2,616
144	Interprogram - Due From	509,734	0	0	0	0	135	0	638,602	1,148,471	(1,148,471)	0	0
150	Total Current Assets	2,213,061	0	1,478,170	0	17,366	135	24,567	875,005	4,608,304	(1,148,471)	3,459,833	261,996
161	Land	1,447,134	0	0	0	0	0	0	201,450	1,648,584	0	1,648,584	685,162
162	Buildings	45,456,365	0	0	0	0	0	0	859,480	46,315,845	0	46,315,845	3,318,485
163	Furniture- Equipment And Machinery - Dwellings	479,478	0	27,596	0	0	0	0	402,147	909,221	0	909,221	0
164	Furniture- Equipment And Machinery - Administration	0	0	0	0	0	0	0	0	0	0	0	171,989
166	Accumulated Depreciation	(35,167,942)	0	(25,370)	0	0	0	0	(682,669)	(35,875,981)	0	(35,875,981)	(1,156,948)
167	Construction In Progress	2,513,451	0	0	0	0	0	0	0	2,513,451	0	2,513,451	0
160	Total Fixed Assets- Net Of Accumulated Depreciation	14,728,486	0	2,226	0	0	0	0	780,408	15,511,120	0	15,511,120	3,018,688
171	Total Notes- Loans- And Mortgages Receivable - Noncurrent	0	0	0	0	0	0	705,880	129,603	835,483	0	835,483	0
174	Total Other Assets	588,420	0	0	0	0	0	100	40,343	628,863	0	628,863	49,204
180	Total Noncurrent Assets	15,316,906	0	2,226	0	0	0	705,980	950,354	16,975,466	0	16,975,466	3,067,892
190	Total Assets	17,529,967	0	1,480,396	0	17,366	135	730,547	1,825,359	21,583,770	(1,148,471)	20,435,299	3,329,888
200	Deferred Outflow of Resources	0	0	0	0	0	0	0	0	0	0	0	0
290	Total Assets and Deferred Outflow of Resources	17,529,967	0	1,480,396	0	17,366	135	730,547	1,825,359	21,583,770	(1,148,471)	20,435,299	3,329,888

Lansing Housing Commission

Financial Data Schedules (Continued) Year Ended June 30, 2014

	Public Housing Project Total	14.CFP Capital Fund	14.971 Housing Choice Vouchers	14.182 R/C 6/8 Section 8 Programs - Canyon Points	14.338 Supportive Housing Program	State/Local	Business Activities	Control Office Cost Center	Subtotal	Eliminations	Total	6.1 Component Units - Discretely Presented
Liabilities												
311 Bank overdrafts	6,785	0	0	0	0	0	0	0	6,785	0	6,785	0
312 Accounts Payable - <= 90 Days	142,685	0	3,959	0	0	0	0	126,810	273,484	0	273,484	3,685
321 Accrued Wages/Payroll Taxes Payable	20,549	0	5,703	0	259	0	0	4,447	30,958	0	30,958	26,529
322 Accrued Compensated Absences - Current Portion	66,810	0	21,390	0	1,410	0	0	21,881	111,591	0	111,591	0
325 Accrued Interest Payable	0	0	0	0	0	0	0	0	0	0	0	0
333 Accounts Payable - Other Government	36,109	0	0	0	0	0	0	0	36,109	0	36,109	28,186
341 Tenant Security Deposits	72,683	0	0	0	0	0	0	0	72,683	0	72,683	20,982
342 Total Deferred Revenue	28,936	0	0	0	0	0	0	0	28,936	0	28,936	3,598
343 Total Current Portion Of LTD-Capital Projects/Mortgage Revenue Bonds	0	0	0	0	0	0	0	42,000	42,000	0	42,000	0
345 Other Current Liabilities	0	0	0	0	0	0	0	0	0	0	0	32,645
347 Interprogram - Due To	164,938	0	90,847	0	13,195	0	0	0	1,148,471	0	1,148,471	239,860
310 Total Current Liabilities	539,495	0	121,919	0	14,864	0	879,491	199,238	1,791,017	(1,148,471)	602,845	355,859
351 Total LTD-Net Of Current-Capital Projects/Mortgage Revenue Bonds	2,051,376	0	0	0	0	0	0	569,680	2,621,056	0	2,621,056	3,114,633
353 Noncurrent Liabilities - Other	0	0	69,214	0	0	0	0	0	69,214	0	69,214	0
354 Accrued compensated Absences - Non Current	21,001	0	7,364	0	485	0	0	7,567	36,417	0	36,417	0
357 Accrued pension and OPEB liabilities	523,698	0	259,351	0	4,328	0	0	92,666	879,953	0	879,953	0
350 Total Noncurrent Liabilities	2,596,075	0	335,939	0	4,713	0	0	665,913	3,468,640	0	3,468,640	3,114,633
300 Total Liabilities	3,137,870	0	487,858	0	19,577	0	879,491	865,151	5,399,657	(1,148,471)	4,211,186	3,470,518
Equity												
503.1 Invested In Capital Assets - Net Of Related Debt	12,677,110	0	2,226	0	(1)	0	0	168,727	12,848,062	0	12,848,062	284,149
511.1 Restricted Net Assets	0	0	613,791	0	0	0	0	0	613,791	0	613,791	0
512.1 Unrestricted Net Assets	1,715,287	0	306,511	0	(2,210)	135	(148,944)	791,481	2,742,260	0	2,742,260	(424,779)
513 Total Equity/Net Assets	14,392,397	0	1,022,528	0	(2,211)	135	(148,944)	960,208	16,224,113	0	16,224,113	(140,630)
Total Liabilities And Equity/Net Assets	17,530,947	0	1,480,386	0	17,366	135	730,547	1,825,359	21,583,770	(1,148,471)	20,435,299	3,329,888

Lansing Housing Commission

Financial Data Schedules (Continued) Year Ended June 30, 2014

		Public Housing Project Total	14.CFP Capital Fund	14.071 Housing Choice Vouchers	14.182 N/C S/F Section 8 Programs - Cayman Pointe	14.338 Supplemental Housing Program	State/Local	Business Activities	Central Office Cost Center	Subtotal	Eliminations	Total	6.1 Component Units - Discretely Presented
	Income Statement												
	Revenue												
70100	Net Tenant Rental Revenue	1,390,835	0	0	0	0	0	0	0	1,390,835	0	1,390,835	76,391
70400	Tenant Revenue - Other	131,885	0	0	0	0	0	0	0	131,885	0	131,885	0
70500	Total Tenant Revenue	1,522,720	0	0	0	0	0	0	0	1,522,720	0	1,522,720	76,391
70600	Total HUD SFA Operating Grants	3,019,561	722,080	11,855,232	0	312,730	0	0	0	15,739,703	0	15,739,703	158,011
70610	Capital Grants	0	749,268	0	0	0	0	0	0	749,268	0	749,268	0
70710	Management Fee	0	0	0	0	0	0	0	666,452	666,452	(666,452)	0	0
70730	Book-keeping Fee	0	0	0	0	0	0	0	70,224	70,224	(70,224)	0	0
70790	Total Fee Revenue	0	0	0	0	0	0	0	736,676	736,676	(736,676)	0	0
70800	Other Government Grants	0	0	0	0	0	40,000	0	0	40,000	0	40,000	0
71100	Total Investment Income - Unrestricted	4,403	0	0	0	0	0	3,558	0	7,961	0	7,961	17,544
71000	Total Revenue Fraud Recovery	373	0	22,407	0	0	0	0	0	22,780	0	22,780	0
71500	Other Revenue	174,094	0	16,745	0	0	0	0	314,346	505,185	0	505,185	0
70500	Total Revenue	4,731,251	1,471,348	11,724,384	0	312,730	40,000	3,558	1,051,022	19,324,293	(736,676)	18,587,617	253,946

Lansing Housing Commission

Financial Data Schedules (Continued) Year Ended June 30, 2014

		Public Housing Project Total	14.CFP Capital Fund	14.871 Housing Choice Vouchers	14.182 H/C S/R Section 8 Programs - Canyon Points	14.228 Supportive Housing Program	State/Local	Business Activities	Central Office Cost Center	Subtotal	Eliminations	Total	6.1 Component Units - Discretely Presented
	Expenses												
91100	Administrative Salaries	397,504	0	242,544	0	11,649	0	0	164,729	806,426	0	806,426	12,662
91200	Auditing Fees	12,334	22,100	11,089	0	0	0	0	13,832	59,355	0	59,355	8,850
91300	Management Fee	434,817	64,838	166,797	0	0	0	0	0	666,452	(666,452)	0	20,100
91310	Book-keeping Fee	70,224	0	0	0	0	0	0	0	70,224	(70,224)	0	0
91500	Employee Benefit Contributions - Administrative	463,649	0	208,824	0	2,140	0	0	91,883	766,496	0	766,496	0
91600	Office Expenses	92,816	65,338	67,880	0	0	0	0	114,718	340,752	0	340,752	1,033
91700	Legal Expense	49,108	17,072	13,777	0	0	0	0	22,304	102,261	0	102,261	0
91800	Travel	4,834	0	582	0	0	0	0	1,611	7,027	0	7,027	0
91900	Other	33,412	205,769	42,173	0	0	0	0	157,069	438,423	0	438,423	1,582
91000	Total Administrative	1,548,698	375,117	753,666	0	13,789	0	0	566,146	3,297,416	(736,676)	2,520,740	44,227
92400	Tenant Services - Other	29,289	64,538	0	0	0	0	0	4,112	97,939	0	97,939	1,800
92500	Total Tenant Services	29,289	64,538	0	0	0	0	0	4,112	97,939	0	97,939	1,800
93100	Water	481,559	0	3,863	0	0	0	0	2,899	488,321	0	488,321	24,969
93200	Electricity	183,149	0	33,514	0	0	0	0	26,678	243,341	0	243,341	25,787
93300	Gas	327,295	0	3,104	0	0	0	0	2,129	332,528	0	332,528	14,306
93400	Fuel	0	0	1,500	0	0	0	0	920	2,420	0	2,420	0
93600	Sewer	88	0	0	0	0	0	0	0	88	0	88	0
93800	Other utilities expense	26,062	0	180	0	0	0	0	155	26,397	0	26,397	0
93000	Total Utilities	1,018,153	0	42,161	0	0	0	0	32,781	1,093,095	0	1,093,095	65,062
94100	Ordinary Maintenance And Operations - Labor	534,369	0	0	0	0	0	0	0	534,369	0	534,369	0
94200	Ordinary Maintenance And Operations - Materials And Other	386,020	110,631	2,448	0	0	0	0	10,013	509,112	0	509,112	119
94300	Total Ordinary Maintenance And Operations - Contract Costs	783,593	111,879	10,247	0	0	0	0	47,486	953,205	0	953,205	9,710
94500	Employee Benefit Contributions - Ordinary Maintenance	453,343	0	2,854	0	0	0	0	0	456,197	0	456,197	0
94000	Total Maintenance	2,157,325	222,510	15,549	0	0	0	0	57,499	2,452,883	0	2,452,883	9,829
95200	Protective Services - Other Contract Costs	18,692	11,740	0	0	0	0	0	4,648	35,080	0	35,080	2,819
96110	Property Insurance	98,555	0	294	0	0	0	0	1,580	100,429	0	100,429	5,191
96120	Liability Insurance	42,376	10,911	14,344	0	0	0	0	1,120	68,751	0	68,751	1,054
96130	Workmens Compensation	24,935	0	7,717	0	0	0	0	3,087	35,739	0	35,739	0
96140	All Other Insurance	17,055	0	3,682	0	0	0	0	569	21,306	0	21,306	0
96100	Total Insurance Premiums	182,921	10,911	26,037	0	0	0	0	6,356	226,225	0	226,225	6,245

Lansing Housing Commission

Financial Data Schedules (Continued)
Year Ended June 30, 2014[illegible]



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

January 27, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2015 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.

HCV Orientations:

LHC had an Orientation on December 8, 2015 with eight (8) families in attendance.

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 continues to finalize all waitlist applications that have been pulled. An analysis will be conducted in January to determine if additional waitlist applications should be pulled based on where our HCV utilization stands. There are 142 active participants in the HUD VASH Program. 27 Veterans are currently searching for housing and 115 Veterans are housed. Five (5) referrals were received



during this reporting period, which required one (1) VASH orientation for the month of December.

Voucher Utilization

November Voucher Program Total Units	1700
November Traditional HCV Utilization	1385
November % Utilized Units	81%

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

Voucher Disbursement

HUD November HAP Disbursement	\$790,987
LHC November HAP/UAP Disbursement	\$709,102
% Voucher Funding Utilization	90%

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

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 December 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. 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 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

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 12/31/15



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

January 27, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2015 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 December, we are at **97%** with the units that are **calculated in Modernization** status for the Kitchen and Baths. We continue to strive to increase our occupancy level to 98% or higher.

Mt. Vernon Park Occupancy was at 90% Occupancy including the kitchen and baths. We are at 97% occupancy when we remove them as MOD calculation. We have 15 units that have kitchen and bath remodels. The waitlist was open during the 1st 2 weeks in December. We have applications that are in the final stages of approval or denial, and another orientation and unit offers to be made the 1st week in January.

Hildebrandt Park occupancy was at 96% at the end of December with the five (5) mod units included (without 98%). We had two (2) residents move out in December and four (4) move in. All vacated units at Hildebrandt Park will be turned over to Metro Development, and included in the modernization count. We are still filling units from our waiting list for the scattered sites and Forest/Hoyt units, so the waiting list process continues as we create a pool of applicants prepared for move in.

LaRoy Froh occupancy is at 94% at the end of December. We had five (5) move in's from the waitlist program. We have the waitlist closed December 13th and look to pull new applicants after January 22, 2016. Orientation and unit offers are being given to families on January 8. We have applicants that can fill the eight (8) units, when they are rehabbed.



South Washington Park Occupancy was 97% at the beginning of January but is currently down to 94%. S. Washington Park has put a plan in place to deplete its current one bedroom waitlist and open the list at the end of January into the first week in February. There were about 60 applications that were pulled on January 7 and the remaining 60 are being pulled on January 19, 2016. The applications were split for processing purposes.

S. Washington Park has been pushing security deposits in advance in order to secure units and has a plan set in play to try to lease units no later than two weeks of them becoming vacant. This plan includes a projection that goes through March of 2016.

Mt. Vernon Park has 351 total work orders at the end of December. Mt. Vernon was selected for a REAC quality control review of the inspector. The quality control inspection is January 26 and 27, 2016. The staff has been working prepare for that inspection. The Holiday time off did not help with the additional gain of work orders. Mt. Vernon does believe we have several duplicates in the system and will review all work orders by the end of January to assess the duplicates and work order process to get these completed.

Hildebrandt Park had a total of 374 open work orders as of December 31 which includes annual, routine, city inspections, REAC, etc. work orders. There were 62 new work orders created in December and the maintenance team closed 74 work orders during the month of December. Our 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). We plan to have better numbers next month since the holidays/vacations are over and we have acquired a temp from Manpower to help out.

LRF has 247 open work orders as of December 31, 2015. Staff has been working with MTV on getting their REAC inspection ready, by covering all high priority and emergency work orders called in. We also had several staff out for vacation during the holiday season.

South Washington Park work orders were at a total of 98 open at the beginning of the month. We anticipate there being a slight increase in open work orders because some time was designated to stripping and re-waxing the floors at S. Washington Park and because every effort is being taken to turn units as fast as possible.



	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202 187 *MOD	220 216*MOD	213 209*5bed	198	833 810*MOD
Total Units Occupied	181 181*MOD	211 211*mod	201 201*5bed	192	785 785
Percent Occupied	90% 97*MOD	96% 98*MOD	94% 96%	97%	94% 97%
Move –Ins	7	4	5	1	17
Move-Outs	2	2	2	3	9
Transfers	1	0	0	0	1
Emergency Work Orders	19	33	31	30	113
Routine Work Orders	351	374	247	98	1070

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

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	30647.00	3358.00	27289.00	89%
Hildebrandt	220	34311.00	6192.00	28119.00	82%
LaRoy Froh	213	35330.00	6659.32	28670.68	81%
South Washington	198	36333.00	4519.00	31814.00	88%
Totals	833	136621.00	20728.32	115.892.68	85%





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

**LHC Board
Sign-In Sheet
Date of Meeting: January 27, 2016**

Name	Organization	Phone #	E-mail
Bobby Joyce	L.H.C.	517 703 3483	Bobby.Joyce@gmail.com

