



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

**January 30, 2018**

Rescheduled: February 5, 2019

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

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

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency (FSS):**

The FSS Coordinator submitted the grant for funding for a Coordinator position. The Coordinator asked for some additional information which has been submitted. Awards are usually issued in late December/January.

### **HCV Orientations:**

LHC had three (3) orientation during the month of November 2018 and four (4) vouchers were issued.

One (1) VASH orientation was held for the month of November, and eight (8) Vouchers were issued.

### **Waiting List:**

The 2017 waiting list has been exhausted. There are currently 130 vouchers on the street searching. As that number decreases, we will begin processing off the most recent waiting list.

### **Department Initiatives:**

In the HCV Program there are currently 1,800 vouchers housed in all its programs. Fifty-eight participants are with the Shelter Plus Care Program (S+C), 79 are housed under the Permanent Supportive Housing Program (PSH), and 140 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,523 are housed under the regular Housing Choice Voucher Program.





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### Voucher Utilization

October Voucher Program Total Units	1,863
October Traditional HCV Utilization	1,650
October % Utilized Units	89%

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1,663
November % Utilized Units	92%

### Voucher Disbursement

HUD October HAP Disbursement	\$825,994
LHC October HAP/UAP Disbursement	\$830,748
% Voucher Funding Utilization	101%

HUD November HAP Disbursement	\$825,075
LHC November HAP/UAP Disbursement	\$817,471
% Voucher Funding Utilization	99%
HUD Held Reserves as of September 2018	\$897,936

### SEMAP Indicators

#### Indicator 1- Selection from the Waiting List

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

#### Waiting List

PIC Scoring	Internal Scoring
N/A	15

#### Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 18 rent reasonables for the fiscal year 2019. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.





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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 18 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2019.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances will be presented for board approval at the December 2018 meeting. 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. A new study has been completed and will go before the board for approval.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all







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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 (3) 24-hour deficiencies and (38) 30-day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

New FMRS were approved by the Board at the September 2018 meeting.

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 30, 2018, the reporting rate is 99%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10





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### 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 99%. 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, 19 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

#### **FSS Enrollment**

PIC Scoring	Internal Scoring
N/A	5

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

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

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 11/30/2018







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**January 30, 2019**

Rescheduled: February 5, 2019

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Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

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

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency (FSS):**

The FSS Coordinator grant has been submitted, we now must wait to see if we've been approved for part-time funding. If awarded the grant total is \$37,500.00. The awards are usually issued late January early February, however, may be later this year due to the current government shutdown.

### **HCV Orientations:**

LHC had zero (0) orientation during the month of December 2018 and zero vouchers issued.

Zero (0) VASH orientation was held for the month of December, and zero (0) Vouchers were issued.

### **Waiting List:**

There has been no movement of the current waiting list since opening. Staff is currently working to complete and house the 80 vouchers still out shopping before determining when to pull the next batch of applicants.

### **Department Initiatives:**

In the HCV Program there are currently 1,801 vouchers housed in all its programs. Fifty-two participants are with the Shelter Plus Care Program (S+C), 82 are housed under the Permanent Supportive Housing Program (PSH), and 140 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,667 are housed under the regular Housing Choice Voucher Program.





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December % Utilized Units	89%

### Voucher Disbursement

HUD November HAP Disbursement	\$825,075
LHC November HAP/UAP Disbursement	\$817,471
% Voucher Funding Utilization	99%

HUD December HAP Disbursement	\$874,925
LHC December HAP/UAP Disbursement	\$835,193
% Voucher Funding Utilization	95%
HUD Held Reserves as of September 2018	\$897,936

HCV did request a withdrawal from our HUD Held Reserve account on 10/04/2018. While our full request was not granted, they did provide us with \$53,000 on October 10, 2018

### 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

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### Indicator 2- Rent Reasonableness

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#### Rent Reasonableness

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### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 18 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2019.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. 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. A new study has been completed and will go before the board for approval at the January 2019 meeting.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points. McCright will be starting QC inspections in late January, early February.





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#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (0) 24-hour deficiencies and (35) 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

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This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

New FMRS were approved by the Board at the September 2018 meeting.

PIC Scoring	Internal Scoring
N/A	5







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### 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 December 31, 2018, the reporting rate is 99%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### 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
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### 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







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### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 95%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 19 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 12/31/2018





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**January 30, 2019**

Rescheduled: February 5, 2019

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**November 2018 Asset Management Monthly Report**

### **CONTACT PERSON:**

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

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of November. LHC Unit Months Leased (UML) was 797 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal. Much of the activity this month surrounded the completion of work related to the City of Lansing unit inspections.

**Mt. Vernon Park** occupancy was 96 at the end of November. There were one (1) households moved in, four (4) residents moved out, and three (3) unit transfer. The UML was 193 which equals 96%. At the end of November, Mt. Vernon had a total of eight (16) open work orders.

**Hildebrandt Park occupancy** was 97% at the end of November. There were four (4) households moved in, five (5) resident moved out, and zero (0) unit transfers. The UML was 215 which equals 97%. At the end of November, Hildebrandt had a total of 184 open work orders.





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**LaRoy Froh occupancy** was 94% at the end of November. There were seven (7) households moved in, six (6) residents moved out, one (1) unit transfers. The UML was 197 which equals 94%. At the end of November, LaRoy Froh had a total of 130 open work orders.

**South Washington Park occupancy** was 98% at the end of November. There were four (4) households moved in, four (4) resident moved out, and one (1) unit transfer. The UML was 192 which equals 98%. At the end of November, South Washington had a total of 109 open work orders.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	193	96%	1	4	3	0
Hildebrandt	220	215	98%	4	5	0	0
LaRoy Froh	213	197	93%	7	6	1	3
S. Washington	197	192	98%	4	4	1	0
<b>Totals</b>	<b>832</b>	<b>797</b>	<b>96%</b>	<b>16</b>	<b>19</b>	<b>5</b>	<b>3</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 31,731	\$ 39,449	\$ 7,688	125%
Hildebrandt	\$ 38,682	\$ 44,779	\$ 6,097	116%
LaRoy Froh	\$ 28,627	\$ 31,643	\$ 3,016	110%
S. Washington	\$ 32,009	\$ 31,353	\$ 656	98%
<b>Totals</b>	<b>\$ 131,049</b>	<b>\$ 147,224</b>	<b>\$17,457</b>	<b>113%</b>







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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
102-3812 Wilson	1	2-14-18	296	11-8-18	\$2,392	12-10-18 paint scraped ceiling and walls cleaned, 12-6-18 interior doorways trim, and exterior brick molding installed 11-23-18 window installation 11-14-18 C&D Living Room drywall installed 11-9/13 B&D electric boxes & living room drywall installed.
3520 Waverly	2	11-20-18	10	TBD	\$2,170	12-7-18 painting started 12-3-18 Rose 15-day follow-up 11-20-18 evicted 11-8-18 flea extermination and clean out
3800 Wilson	1	11-28-18	3	12-14-18	Pending	12-7-18 painting starting VAWA transfer allows 7 days to mover/rehab access
506 Chestnut		11-19-18	12	12-14-18	Pending	12-10-18 floors started 12-7-18 painting started
3214 Waverly		11-29-18	1	TBD	Pending	12-10-18 painting started No move out notice given, keys turned in
3424 Waverly		11-30-18	1	TBD	Pending	12-10-18 painting started
3260 Waverly		11-30-18	1	12-21-18	Pending	12-7-18 painting started. VAWA transfer allows 7 days to move/rehab access
3524 Waverly		1-30-18	1	12-21-18	Pending	12-7-18 painting started. VAWA transfer allows 7 days to move/rehab access





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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3116 B Turner	4	7-1-18	153	NA	pending	12-1-18 Wood floors done, sending out scope for remaining items today. 11-19-18 tile floors will be completed, then carpet will be laid.
935 Dakin	4	11-1-18	30	12-28-18	\$6,000	12-13-18 all carpentry except kitchen and bath will be completed, 11-15-18 floors completed 11-8-18 painting.
2147 Forest	2	11-13-18	17	12-28-18	\$4,000	12-10-18 all other work will be completed. 11-16-18 painting completed





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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-3409 W Jolly	3	7-27-18	153	10-17-18	\$3,840	11-6/7-18 Unit has been painted, scheduled for floors to be sanded and polyed. 11/8 floors complete walking with contractor to get quote for pricing.
111-1001 Beldaire	3	8-31-18	122	TBD10-17-18	\$3,840	11-8-18 Started painting, floors completed, stated process for general contractor quote. 11-5-18 Supplies are in to start work on unit. Contractor hired.
111- 4638 Christiansen	43	8-3-18	95	12-15-18	Pending	12-6-18 Pending applicant getting utility in name.
111-5419 Waverly	2	9-14-18	18	10-19-18	\$4800	Unit complete pending transfer 11/7-walked unit and it is 98% complete. Looking through files to find an applicant 11-7-18







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111-5603 Picardy	3	8-22-18	41	TBD	\$2,800	12-7-18 leased 11/7-walked unit 11/8 had unit cleaned out, contractor started painting
111-1007 Belaire	3	9-10-18	22	TBD	\$2,800	12-7-18 floors and paint completed, pending contract for general work 11-7-18 Original contractor declined work, in talks with another contractor 11-2-18 Contractor viewed unit will start work on 11-5- 18.
111-6217 Grovenburg	3	9-12-18	20	TBD	TBD	11-21-18 leased 11/7 floors complete need items installed and then cleaned 11-6-18 floors to be sanded /polyed 10-31-18 unit painted
111-5840 Pheasant	2	9-12-18	19	TBD	TBD	11-20-18 leased 11/8- wrote up scope, paint in unit and working on contractor to paint the unit, will be looking <i>through files</i> <i>for applicant</i>
2332 Reo	2	11-5-18	20	TBD	\$3,500	11-5-18 Transfer from MVP, painted, floors sanded and polyed
2216 Reo	3	11-9-18	20	TBD	\$2,500	11-9-18 floors sanded and polyed
1738 W Jolly	2	10-9-18	40	TBD	Pending	12-11-18 floors completed pending general contracting, should be ready this week.
2701 Newark	2	12-10-18	2	TBD	Pending	12-11-18

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 30, 2019

Rescheduled February 5, 2019

Monthly Asset Management Report November 2018

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6923 Richard Rd	4	11-19-18	15	TBD	\$2,800	12-11-18 contractor to complete next week 12-7-18 floors completed 12-5-18 painting
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#### South Washington Park Vacant Unit Status:

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S. Washington 537	1	11-29-18	1	12-14-18	In house turn	
112-3200 S. Washington 505	1	11-19-18	12	12-14-18	In house turn	
112-3200 S. Washington 518	1	10-11-18	50	12-11-18	In house turn	10-11-18 Tenant signed lease to transfer to MVP. Did not return keys to SWP until 11-1-18.
112-3200 S. Washington 127	1	11-20-18	10	12-14-18	In house turn	
112-3200 S. Washington 540	1	11-26-18	4	12-14-18	In house turn	

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



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517-487-6550 Ext. 111

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of December. LHC Unit Months Leased (UML) was 800 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal. Much of the activity this month surrounded the completion of work related to the City of Lansing unit inspections.

**Mt. Vernon Park** occupancy was 94 at the end of December. There were two (2) households moved in, three (3) residents moved out, and three (3) unit transfer. The UML was 190 which equals 94%. At the end of December, Mt. Vernon had a total of (47) open work orders.

**Hildebrandt Park occupancy** was 98% at the end of December. There were two (2) households moved in, two (2) resident moved out, and zero (0) unit transfers. The UML was 216 which equals 98%. At the end of December, Hildebrandt had a total of 178 open work orders.







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**LaRoy Froh occupancy** was 95% at the end of December. There were three (3) households moved in, zero (0) residents moved out, two (2) unit transfers. The UML was 203 which equals 95%. At the end of December, LaRoy Froh had a total of 130 open work orders.

**South Washington Park occupancy** was 97% at the end of December. There were four (4) households moved in, four (4) resident moved out, and one (1) unit transfer. The UML was 191 which equals 97%. At the end of December, South Washington had a total of 133 open work orders.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	190	94%	2	3	3	0
Hildebrandt	220	216	98%	2	2	0	0
LaRoy Froh	213	203	95%	3	0	2	3
S. Washington	197	191	97%	4	4	1	0
<b>Totals</b>	<b>832</b>	<b>800</b>	<b>97%</b>	<b>11</b>	<b>9</b>	<b>6</b>	<b>3</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 41,527	\$ 33,702	\$ 863	94%
Hildebrandt	\$ 41,527	\$ 38,578	\$ 2,949	93%
LaRoy Froh	\$ 31,356	\$ 33,201	\$ 1,845	106%
S. Washington	\$ 32,968	\$ 35,323	\$ 2,355	108%
<b>Totals</b>	<b>\$ 147,378</b>	<b>\$ 140,804</b>	<b>\$8,012</b>	<b>96%</b>

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"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 30, 2019

Rescheduled February 5, 2019

Monthly Asset Management Report December 2018

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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
102-3812 Wilson	1	2-14-18	296	11-8-18	\$2,392	12-10-18 paint scraped ceiling and walls cleaned, 12-6-18 interior doorways trim, and exterior brick molding installed
3520 Waverly	2	11-20-18	10	TBD	\$2,170	12-7-18 painting started 12-3-18 Rose 15-day follow-up
3800 Wilson	1	11-28-18	3	12-14-18	Pending	12-7-18 painting starting VAWA transfer allows 7 days to mover/rehab access
506 Chestnut		11-19-18	12	12-14-18	Pending	12-10-18 floors started 12-7-18 painting started
3214 Waverly		11-29-18	1	TBD	Pending	12-10-18 painting started No move out notice given, keys turned in
3424 Waverly		11-30-18	1	TBD	Pending	12-10-18 painting started
3260 Waverly		11-30-18	1	12-21-18	Pending	12-7-18 painting started. VAWA transfer allows 7 days to move/rehab access
3524 Waverly		1-30-18	1	12-21-18	Pending	12-7-18 painting started. VAWA transfer allows 7 days to move/rehab access





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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3116 B Turner	4	7-1-18	153	NA	pending	12-1-18 Wood floors done, sending out scope for remaining items today.
935 Dakin	4	11-1-18	30	12-28-18	\$6,000	12-13-18 all carpentry except kitchen and bath will be completed.
3124-E-Turner	5	11-5-18	60	1-30-19	pending	12-28-19 Carpentry completed, cleaning to be done this week. Move in ready by 1-7-19
3126-A-Turner	3	12-11-18	21	1-18-19	pending	Carpentry to be completed by 1-10-19, plumbing to be completed by 1-19-19, unit cleaning will be completed by 1-20-18.







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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-3409 W Jolly	3	7-27-18	153	10-17-18	\$3,840	12/10/18 Leased
111-1001 Belaire	3	8-31-18	122	TBD10-17-18	\$3,840	1-9-19 unit is being cleaned, once completed City of Lansing will need to inspect. 12/10/18 Still under construction.
111- 4638 Christiansen	43	8-3-18	95	12-15-18	Pending	12-10-18 leased. 12-6-18 Pending applicant getting utility in name.
111-5419 Waverly	2	9-14-18	18	10-19-18	\$4800	12-10-18 leased.
111-5603 Picardy	3	8-22-18	41	TBD	\$2,800	12-10-18 leased. 12-7-18 leased





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111-1007 Belaire	3	9-10-18	22	TBD	\$2,800	1-9-19, Unit ready for occupancy. 12-10-18 under construction, pending parts. 12-7-18 floors and paint completed, pending contract for general work
111-6217 Grovenburg	3	9-12-18	20	TBD	TBD	Leased
111-5840 Pheasant	2	9-12-18	19	TBD	TBD	Leased
2332 Reo	2	11-5-18	20	TBD	\$3,500	1-4-19 Leased
2216 Reo	3	11-9-18	20	TBD	\$2,500	Leased
1738 W Jolly	2	10-9-18	40	TBD	Pending	1-9-19 Pending transfer from SWP 12-11-18 floors completed pending general contracting, should be ready this week.
2701 Newark	2	12-10-18	2	TBD	Pending	1-8-18 scope of work completed, pending assignment of contractor. 12-15-18 unit has been painted.
6923 Richard Rd	4	11-19-18	15	TBD	\$2,800	1-4-19 leased 12-11-18 contractor to complete next week 12-7-18 floors completed 12-5-18 painting





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**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S. Washington 537	1	11-29-18	31	1-28-19	In house turn	Transfer resident has to move stuff
112-3200 S. Washington 516	1	12-4-18	27	1-28-19	In house turn	need applicant
112-3200 S. Washington 315	1	12-18-18	13	1-28-19	In house turn	.
112-3200 S. Washington 127	1	11-20-18	40	1-28-19	In house turn	had water leak
112-3200 S. Washington 131	1	12-6-18	25	1-28-19	In house turn	Needed applicant
112-3200 S. Washington 429	1	12-7-18	24	1-28-19	In house turn	Needed applicant







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**January 2019**  
**Rescheduled: February 5, 2019**  
**Executive Director's Report**

**Activities**

**DEC update**

- February 4<sup>th</sup> letter of closure

**LRF Fire Units**

- Units have been released back to LHC for repair

**City Inspections**

- SWP, LRF, Hoyt, Forest and Hildebrandt all released
- Mt. Vernon being finalized
- Inspection 2-year renewal- February of 2021

**Conferences**

- PHADA – Novogradac Conferences - RAD

**Staff Changes**

New Manager Mt. Vernon – Marcel Jackson

New Assistant Mgr. LRF – Kenna Totten

Assistant Mgr. Hildebrandt – Open

New Maintenance Techs – Jose Ringo (SWP), Brandon Ondrias (MVP)

**Comcast Agreement**

- Door fees (\$100/unit)
- Quarterly compensation based on participation

**Union Negotiations**

- Waiting on counter proposal – Feb board meeting

**Capital improvements**

- SWP elevator
- Hildebrandt roofs
- Video surveillance all AMPS
- Kitchen renovations all AMPS





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### **Major Activities**

- Site visits to LHC properties
- Furnace installation
- Oliver Gardens management change
- Staff Meeting LIPH (3)
- Financial empowerment program with COL
- Procurement/Management Training
- RAD interviews/visits





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**LHC Board  
Sign-In Sheet**  
**Date of Meeting: January 30, 2019**  
**Rescheduled: February 5, 2019**

Name	Organization	Phone #	E-mail
Don Sher "Moose"		517-256-3268	midigan.moose@pol
Doug Fleming	LHC	517 331-1009	DFleming@lanshc.org
Kim Shiree	LHC	4870242	Kims@lanshc.org
Dawn Alb	LHC		Dawn@lanshc.org
Andrea Bailey	LIPH	5173727145	ANDREA.B@LANSHC.ORG
Marcel Jackson	LIPH	517-574-8547	MARCEL@LANSHC.ORG
Marshall Brice	LIPH	517-393-4290	marshall@lanshc.org

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"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 31, 2019

Rescheduled February 5, 2019

Sign-In Sheet

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