



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

June 26, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

May Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator is in the process of putting the final touches on a quarterly newsletter for the FSS participants. The first newsletter will focus on summer events for both kids and families. Upcoming topics may include upcoming events, resources, financial money saving tips, interviewing tips, and success stories of program completion. The FSS Coordinator also recently participated in a 3 series web training which provided some great tips and suggestions on creating more successful program.

HCV Orientations:

LHC had two (2) orientations during the month of May 2019 and twenty-six (26) vouchers issued.

One (1) VASH orientation was held for the month of May, and six (6) vouchers were issued.

Waiting List:

This fiscal year the waiting list has a 48% successful lease up rate for all vouchers issued. LHC has issued 188 vouchers since July 2018 with 38 vouchers still out searching. 15% of participants lease up in less than 30 days, 25% lease up between 30-60 days, 22% between 60-90 days, 17% lease between 90-120, and 21% lease between 120-150 days.

Department Initiatives:

In the HCV Program there are currently 1,804 vouchers housed in all its programs. Fifty-two participants are with the Shelter Plus Care Program (S+C), 81 are housed under the Permanent Supportive Housing Program (PSH), and 145 are housed under





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

the HUD Veterans Affairs Supportive Housing (VASH). 1,526 are housed under the Housing Choice Voucher Program.

Voucher Utilization

April Voucher Program Total Units	1,863
April Traditional HCV Utilization	1663
April % Utilized Units	89%

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1671
May % Utilized Units	90%

Voucher Disbursement

HUD April HAP Disbursement	\$881,659
LHC April HAP/UAP Disbursement	\$887,159
% Voucher Funding Utilization	100%

HUD May HAP Disbursement	\$911,668
LHC April HAP/UAP Disbursement	\$888,691
% Voucher Funding Utilization	97%
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





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

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.

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 were approved and are effective 03/01/2019. 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 28. During this reporting period thirty (30) 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.





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

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 twenty-three (23) 24-hour deficiencies and forty three (43) 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.

PIC Scoring	Internal Scoring
N/A	5





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

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 May 31, 2019, the reporting rate is 98%. 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
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 92%. In an effort to maximize the number of participants that are housed, the program's utilization rate will





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

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, 22 slots/households or (58%) 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 63% 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 05/31/2019





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

June 26, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

May 2019 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 97% (not including the modernization units) at the end of May. LHC Unit Months Leased (UML) was 809 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 96% at the end of May. There were five (5) households moved in, two (2) residents moved out, and zero (0) unit transfers. The UML was 194 which equals 96%. At the end of May, Mt. Vernon had a total of (12) open work orders.

Hildebrandt Park occupancy was 99% at the end of May. There were four (4) households moved in, four (4) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of May, Hildebrandt had a total of 59 open work orders.

LaRoy Froh occupancy was 96% at the end of May. There was two (2) household moved in, three (3) residents moved out, three (3) unit transfers. The UML was 205





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

which equals 96%. At the end of May, LaRoy Froh had a total of 29 open work orders.

South Washington Park occupancy was 98% at the end of May. There were four (4) households moved in, six (6) resident moved out, and zero (0) unit transfer. The UML was 193 which equals 98%. At the end of May, South Washington had a total of 61 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	194	96%	5	2	0	0
Hildebrandt	220	217	99%	4	4	0	0
LaRoy Froh	213	205	96%	2	3	3	2
S. Washington	197	193	98%	4	6	0	0
Totals	832	809	97%	15	15	3	2

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 37,731	\$ 41,025	\$ 3,139	108%
Hildebrandt	\$ 41,032	\$ 50,712.76	\$ 0	124%
LaRoy Froh	\$ 28,615	\$ 36,738	\$ 8,123	128%
S. Washington	\$ 34,033	\$ 35,024	\$ 991	103%
Totals	\$ 141,411	\$ 163,499.76	\$12,253	116%





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

Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3230 N Waverly	3	1-10-19	141	5-15-19	\$4,100	MVP Transfer. COL Plumbing inspection on 6-12-19
4132 Balmoral	3	5-28-19	7	6-30-19	TBD	Looking for contractor
2915 Delta River	3	5-1-19	33	6-30-19	\$4,800	S&S completing rehab. Fire damage, mold remediation.
1717 Glenrose	3	2-22-19	101	Ready	\$3,300	Chris White completing rehab.
3262 N Waverly	2	5-28-19	9	6-30-19	\$1,300	Chris White completing rehab.
3820 Wilson	1	5-1-19	63	Ready	\$800	LRF Transfer on by 6-21-19.
4312 Glenburne	2	5-28-19	9	6-30-19	\$1,600	Abraham Alvarez-Nodarse completing rehab.
4248 Glenburne	3	4-1-19	63	Ready	\$3,800	Move in by 6-12-19





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

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
103-3124-E Turner	5	3-6-19	39	4-3-19	\$350	Will be leased up before the end of the month
103-3212-C Turner St.	4	5-26-19	4	6-26-19	\$2400	Painting and floors completed; carpentry work out for quotes
103-11636 High	3	5-18-19	12	6-26-19	\$1900	All work completed by 6-14-19 Cleaning needed.





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

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	06-13 Unit is clean and being shown to applicants.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-13 applicant assigned to unit. Will lease up the week of 6-24
111-2436 Reo	3	6-7-18	257	TBD	Pending	6-13 Unit is under construction.
111-908 W Miller	3	2-1-19	12		Pending	6-13 Leased up/transfer
111-2502 Reo	3	4-8-19	10			6-13 Leased up
111-4911 Christiansen	3	6-10-19	3			6-13 in process of scope and assigning contractor
111-2334 Reo	3	6-11-19	3			6-13 in process of scope and assigning contractor
111-6405 S Washington	4	05-28-19	4			6-13 unit is done with rehab, touch up work being completed. Will call/schedule time for applicants to view unit 6-14
111-2322 Reo	4	6-6-19	4			6-13 unit has been painted; floors/scope work are being completed this week. Applicant had orientation and is pending unit completion.
111-2526 Reo	2	5-29	2			6-13 unit is ready for SWP transfer for 6-14.





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

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 307	1	5-14-19	17	6-25-19	In house turn	Waiting on applicant
112-3200 S Washington 227	1	5-28-19	2	6-25-19	In house turn	Waiting on applicant
112-3200 S Washington 430	1	5-14-19	17	6-25-19	In house turn	Waiting on applicant
112-3200 S Washington 104	1	5-9-19	22	6-25-19	In house turn	Floor needs to be replaced





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

June 26, 2019
Executive Director's Report

Activities

Capital Projects

- MVP basketball court
- Landscaping – All Locations
- Asphalt repairs – All Locations

RAD Activities

1. Disposal of Scattered Sites
2. RAD application submission
 - Resident meetings
 - Resident Information Notices (RIN)
3. Develop timelines/responsibilities
4. City of Lansing/MSHDA meeting n

Other Activities

- Site visits to LHC properties
- COL summer program
- Paychex/ADP Consulting





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

**LHC Board
Sign-In Sheet
Date of Meeting: June 26, 2019**

Name	Organization	Phone #	E-mail	Speaking Y/N
Jon "Woff" Storu		517-256-3388	ADL michiganmoss@966	
Marcus Hardy		517-862-0855	marush@lanshc.org	
Marshall Brice		517-393-4290	marshallb@lanshc.org	
Kim Shirey		517 487 0242	Kims@lanshc.org	
Steve Raiche			Stevenr@lanshc.org	
Andrea Bailey	LIPH	517 574-8999	AndreaB@lanshc.org	

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



"Equal Housing Opportunity"



Lansing Housing Commission Annual Plan and Public Hearing Meeting

Lansing Housing Commission Board Meeting June 26, 2019

Sign-In Sheet

Page 1 of 1