



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

Agenda
Lansing Housing Commission
March 23, 2015

Call to Order.

1. Roll Call.

2. Approval of Minutes of February 25, 2016

3. Action Items

- a) Resolution No. 1225-Approval of 2015-2016 of Annual Plan
- a) Resolution No. 1226-Approval of Bi-Annual HCV Inspections

4. Informational Items

- a. Finance Reports
- b. Housing Choice Voucher Report – Jennifer Burnette
- c. Asset Management Report – Janell McLeod
 - i. Mt. Vernon & Scattered Sites AMP 102 Lisa Parsons
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
- d. Modernization Report Dona Davenport

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 February 28, 2015
Lansing Housing Commission Meeting**

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

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, Beverly, Joyce and Koppelman-Helvey were present at roll call.

GUESTS: None

STAFF: Patricia Baines-Lake Lisa Parsons
 Rhonda Pagel Kendra Schmidtman

Public: Camelia Johnson, Emerge Accounting, CPA; Shantale Jones by telephone, and Darlene Rhodes

Commissioner Beverly moved and Commissioner Koppelman-Helvey 2nd a motion to approve the minutes of the January 28, 2015 Board Meeting. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

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

The Executive Director discussed the status of the Closing for Oliver Towers, the Annual Certified Audit; the PHAS finance score and a recent conversation with Financial Analyst Claunella Richardson. HUD approval and several signatures were outstanding.

Public Comments

Ms. Darlene Rhodes made comments regarding staff treatment of customers. This issue was referred to Executive Director Baines-Lake, by the Board President.

There being no other business, Chairperson Baltimore adjourned the meeting at 6:50 p.m.

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning **July 1, 2015**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

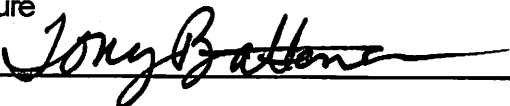
Lansing Housing Commission
PHA Name

MI058
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2015- 2019

Annual PHA Plan for Fiscal Years 2015- 2019

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Tony Baltimore	Title Board Chairperson
Signature 	Date 3/23/2015

Resolution No. 1225

Adopted by the Lansing Housing Commission

March 23, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

APPROVAL OF THE 2015 ANNUAL PLAN

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is authorized to submit the Lansing Housing Commission's 2015 Annual Plan to the U. S. Department of Housing and Urban Development. In addition, the Commission approves the 2015 Annual Plan as presented.

Yeas 4

Nays —

Abstentions —


Chair

Attest

Secretary

For Clerks Use Only

Resolution No:
Date Adopted: 03/23/2015





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March 23, 2015

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Conduct Biennial Housing Choice Voucher ("HCV") Housing Quality Standards ("HQS") unit Inspections Resolution No. 1226

RECOMMENDATION:

Staff recommends adoption of Resolution No.1226, which authorizes the Lansing Housing Commission to conduct biennial inspections.

CONTACT PERSON:

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

SUMMARY:

This Resolution authorizes the Lansing Housing Commission to conduct biennial inspections.

BACKGROUND:

In the June 25, 2014 Federal Register FR-5778-N-01, HUD published a notice of statutory changes implementing provisions included in the FY 2014 omnibus appropriations bill enacted in January 2014. The notice, effective July 1, 2014, establishes the terms and conditions for implementing changes to the frequency of required HQS inspections. This change was proposed to help address the skyrocketing costs of inspections and administrative paperwork which was not supported by funding increases.

PIH NOTICE 2014-12

According to PIH 2014-12, the Lansing Housing Commission Housing Choice Voucher ("HCV") program may now elect to conduct required Housing Quality Standards ("HQS") inspections biennially rather than annually for assisted units. Changing from annual HQS inspections to Biennial HQS inspections will substantially reduce costs and the administrative burden related to HQS inspections. This change in inspection protocol represents approximately a \$25,000+ annual savings to the cost of running the HCV program. As such, starting March 1, 2015, staff proposes LHC inspect assisted units



every two years, instead of every year, to make sure units which receive Housing Assistance Payments meet HCV HQS. As always, LHC will continue to complete special requested and emergency inspections outside of this schedule on demand.

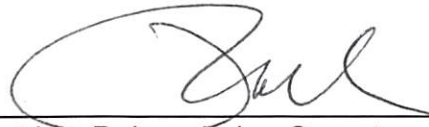
FINANCIAL CONSIDERATION:

The Lansing Housing Commission will reduce the number of hours spent completing inspections and completing the paperwork associated with the inspections. We anticipate a cost savings of approximately \$25,000+. We will track this savings and advise the board of the actual cost savings experience after 6 months and 1 year.

POLICY CONSIDERATIONS:

This policy change is consistent with what is permitted by HUD. In the past we have mirrored HUD's inspection frequency standards. As such, authorizing this change represents good public policy.

Respectfully Submitted,



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



Resolution No. 1226

Adopted by the Lansing Housing Commission

March 23, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Approval of Biennial Housing Choice Voucher Inspections

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Commencing March 1, 2015, LHC will perform Housing Quality Standard ("HQS") inspections of Housing Choice Voucher ("HCV") assisted units every two years as permitted by Federal Register FR-5778-N-01, which is reflected in HUD's notice of statutory changes implementing provisions included in the FY 2014 omnibus appropriations bill enacted in January 2014. Such inspections will continue to be compliant with to make sure units which receive Housing Assistance Payments meet HCV HQS. In addition, LHC will conduct emergency inspections and inspections requested by participants as deemed necessary.


Chair

Yeas 4

Nays

Abstentions

Attest

Secretary

For Clerks Use Only

Resolution No: 1226
Date Adopted: 03/23/2015



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March 23, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report February 2015 Reporting Month

CONTACT PERSON:

Jennifer Burnette
Housing Choice Voucher Coordinator

OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The high lights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in February. 100% of all waitlist files are being audited.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed six (6) QC reviews of unit rents in February. The QC review indicated 100% of the rents approved by LHC in February met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed three (3) QC file reviews on non-waitlist participant les in February. None of the three files contained errors.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in February. We have completed 20 thus far for this FY.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited fourteen (14) 24-hour HQS deficiencies in the month of February. 65% of all 24-hour HQS deficiencies were corrected within 24-hours the others were abated accordingly.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Dec-14	Jan-15	Feb-15
TOTAL NEW LEASES	1	3	17
Total Move-outs	3	3	5
Net	-2	0	12
Number of Applicants on Voucher Wait List	376	376	376
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	78	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	16	0	6
Total Resident Change of Units (transfers)	8	9	9
TOTAL RECERTIFICATIONS DUE BY MONTH	132	151	150
Annual Recertifications Completed	132	151	27
Annual Delinquent Reexaminations	0	0	0
Interims Completed	73	81	73
TOTAL INSPECTIONS DUE BY MONTH	105	110	110
Annual HQS Inspections Completed	105	110	72
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	45	52	47
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	34	34	34
Total # of HCV Accts. Rec.	7	7	7
Monthly Total Amount Owed	\$ 6,393.00	\$ 6,042.00	\$ 7,771.00
Monthly Total Amount Collected	\$ 351.00	\$ 351.00	\$ 1,156.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1444	1433	1419
% UTILIZED UNITS	84.9%	84.3%	83.5%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	55	57	54
VASH Voucher Utilization	79	79	78
Permanent Supportive Housing (PSH)	88	94	97
Monthly Total Voucher Unit Utilization	1651	1663	1648



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March 23, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February 2015 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% at the end of February. We continue to strive to increase our occupancy level to 98%.

Mt. Vernon Park occupancy: We are at 92% occupied. We have received a large response from the purge letters sent out. They have until the 20th to respond, and on the 21st I will be pulling applications for the bedroom sizes that we have open to start filling them. Our main focus is occupancy and getting our pool for when new units become available or when the kitchen and bath units get finished.

Hildebrandt Park occupancy: As of today (3-11-15) we have three (3) vacant units which gets us at 99% occupancy, one (1) of these vacant units is in the "make ready status", I have a transfer going into this unit just waiting on her to transfer the utilities and sign the lease this week, another unit will be ready for move in next week and an applicant is waiting to sign lease to move in. Our goal continues to be at least 98% occupancy if not higher. I am expecting two (2) move outs in the month of March (with hopes that the ones with judgments pay).

LaRoy Froh occupancy: We are at 99% occupancy. We have some upcoming move outs that gave their 30 day notices. We are securing new move-ins for these units as they give us the notice. To ensure a smooth transition upon rehab completion.

South Washington Park occupancy: S. Washington Park currently has 10 vacant units of which five (5) are ready for occupancy and have people scheduled to move into them on 3/20/15. We have court coming up on 3/25 and at that time we know that we may get

a few judgments that will then expire in April. In order to continuing filling the units that we have and anticipate getting, we have pulled 30 more applications off of the waitlist.

Mt. Vernon Park work orders:

We have a high number of work orders open, partly because we were on hold in closing due to the elite program being worked on and we could not close them, the other part, is we are rotating staff until we find a new hire.

Hildebrandt Park work orders:

Hildebrandt Park continues to have a high number of open work orders as of 2-28-15, our maintenance staff is supposed to be hitting these hard this week and continue until we get this number down (we have quite a few outstanding city inspection work orders that they are currently trying to complete first). Both maintenance guys are back to Hildebrandt Park for now after spending their on-call week over at Mt. Vernon helping out on their work orders so this will help us out as far as getting Hildebrandt Park's work orders completed more timely. Their main goal is to complete these work orders in a timelier manner especially now that our vacant units are low so they do not have to order supplies for contractors and they can concentrate on work orders only.

LaRoy Froh work orders: We have approximately 102 open work orders which seem like a lot however for 213 units. We have a staff person out during the rotation staff assignment to MTV. This makes it hard to keep up on the work orders getting done. Starting April 1st we will combine work orders by address and have staff complete all work for that unit at one (1) visit instead of several. We should also have fewer vacant units which will allow both maintenance staff to work fully on work orders.

South Washington Park work orders: S. Washington Park has a total of 88 work orders which includes annuals and routine work orders. We anticipate this number to continue to drop as we are working diligently on completing all open work orders. This number may not decrease for March as much as it has over the last couple of months because our maintenance staff just took a week to focus on Oliver Gardens and complete every open work order in all 30 of those units. This is not part of our Public Housing portfolio but South Washington Park is responsible for the property and we wanted to get everything within those units current immediately. This work was completed while also focusing on emergencies and high priorities at South Washington Park.

	Mt Vernon Park-102	Hildebrandt-103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	197	832
Total Units Occupied	187	216	211	187	801
Percent	92%	98%	99%	94.92%	96%

Occupied					
Move –Ins	0	7	2	9	18
Move-Outs	0	3	2	3	8
Transfers	0	1	0	0	1
Emergency Work Orders	10	25	37	13	85
Open Work Orders	10	25	37	13	85

Note: SWP has one (1) unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$33,852.00	\$7,964.41	\$25,887.59	76%
Hildebrandt	220	\$32,351.00	\$7,216.00	\$25,135.00	78%
LaRoy Froh	213	\$32,760.00	\$3,901.25	\$28,858.75	88%
South Washington	197	\$34,652.00	\$2,948.70	\$31,703.30	91%
Totals	832	\$ 133,615.00	\$22,030.36	\$111,584.64	83.%



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March 23, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

SUBJECT:
February 2015 Modernization Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:
This report provides an overview of the February modernization activities for LHC properties.

South Washington Park

Doors are installed in place and secure. The final punch list has been done and the project is 98% finished. The Contractor is waiting for a warm weather to paint.

Mt. Vernon

The Architect is working on the final touches to the blue prints for the Kitchen and Bath renovations and is in the process of putting together the project manual. We have designated the first set of units that will be renovated.

Hildebrandt

Blueprints for the kitchen and bathroom renovations have been delivered to the City Planning Office for review. Final review of the project manual is underway and we are identifying which units will be done with this first round of renovations for Hildebrandt.

Asset Manager Rhonda Pagel has picked out her choices for flooring, cupboards, hardwood and paint. Hildebrandt is also scheduled for gutter-downspout-basement window well and soil grading work.

LaRoy Froh

The Architect is in the process of finalizing their blueprints and specs for the kitchen and bathroom renovation at LaRoy Froh. We meet at the beginning of April to pick their colors.





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**LHC Board & Annual Plan
Meeting
Sign-In Sheet
Date of Meeting: March 23, 2015**

Name	Organization	Phone #	E-mail
Bethany Deschaine	LHC	755-1044	bethany@deschaine.net
Bobby Joyce	LHC	703-3483	Bobby.Joyce@gmail.com
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Jennifer Burnette	LHC	827-0740	Jenniferb@lanshc.org
Dona Davenport	LHC	487-9547	dona.d@lanshc.org
Cynthia Craig	LHC	853-3064	Cynthiac@lanshc.org
Patricia Paines-Lau	LHC	372-7996	patl@lanshc.org
Janelle McLeod	LHC	393-8464	Janellem@lanshc.org
Lisa Peters	LHC	393-4390	Lisap@lanshc.org
Elizabeth Conly	LHC	253-0188	Elizabeth Conly



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**LHC Board & Annual Plan
Meeting
Sign-In Sheet
Date of Meeting: March 23, 2015**

Name	Organization	Phone #	E-mail
BEN BAKKEN	LHC (Finance Committee member)	517- 505- 5151	bbakken@ mercbank.com
Judy Kehler	LHC	517-487-6570	judyklanshc@
Emma Koppelman - Melvey	LHC Board member	517-575 5054	emma.koppelman@ gmail.com