



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

Agenda

Lansing Housing Commission

March 25, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of February 26, 2014
4. Action Items.
 - a) Resolution No. 1198-Approval Resident Write-Offs February 1, 2014 to February 28, 2014
 - b) Resolution No. 1199-Approval of 2014-2015 Annual Plan
 - c) Resolution No. 1200-Approval of Annual Certified Audit
 - d) Resolution No. 1201-Approval to Advertise the Sale of Oliver Tower
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report – Patricia Baines-Lake
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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

**Minutes of the February 26, 2014
Lansing Housing Commission & Public Hearing Meeting**

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens and Joyce

GUESTS: Trina Harrold

STAFF: Patricia Baines-Lake

Andrea Wade

Ramiro Salazar

Kris Whipple

Debra Baker

Rhonda Pagel

Melissa Witte

Kendra Schmidtman

Janell McLeod

Lisa Parsons

Angela Wade

Erica Velasquez

Commissioner Beverly was excused-absent. Chairman Baltimore called the meeting to order promptly at **5:35 p. m.** Director Baines-Lake called the roll.

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve the minutes of the February 26, 2014 Board Meeting. **The Motion was approved by all members present.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1195-Approval Resident Write-Offs February 1, 2014 to February 28, 2014. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1196-Approval of Contract with L J Trumble Builders, LLC. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1197-Approval Contract Green PNA. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Financial Reports

Asset Management

Housing Choice Voucher Report

Modernization Report

Mt. Vernon & Scattered Sites AMP 102-104

Hildebrandt AMP 103

LaRoy Froh AMP 111

South Washington AMP 112

Ramiro Salazar

Patricia Baines-Lake

Debra Baker

Dona Davenport

Kendra Schmidtman

Rhonda Pagel

Lisa Parsons

Janell McLeod



Executive Director Comments: None

There being no other business, Chairman Baltimore adjourned the meeting at 6:30 p. m.





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

March 25, 2014

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for February 2014 - Resolution No. 1198

RECOMMENDATION:

Staff recommends adoption of Resolution No.1198 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of February 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$9,532.18** (the full amount of resident balances on accounts closed as of **February 28, 2014**). The previous three month's write-off balances were:

- **January 2014 - \$2,149.00**
- **December 2013 - \$1,040.00**
- **November 2013 - \$4,171.80**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **February 28, 2014 total \$9,532.18**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$9,532.18** for outstanding rent and other charges due from residents who moved out of an LHC property as of **February 28, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

This action is consistent with LHC's write off policy.

Respectfully Submitted, 

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



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

Resolution No. 1198

Adopted by the Lansing Housing Commission

March 25, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$9,532.18** of resident account receivables as of February 28, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas 4

Nays 0

Abstentions —


Chair

Attest 
Secretary

For Clerks Use Only

Resolution No: 1198
Date Adopted: 03/25/2014



Resolution 1198 - February 2014 A/R Write-offs
BREAKDOWN

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
Hildebrandt	\$ 1,990.00		\$ 1,267.00	\$ 100.00	\$ 147.00		\$ 476.00
South Washington	\$ 205.00		\$ 150.00				\$ 55.00
South Washington	\$ 413.00		\$ 105.00	\$ 25.00	\$ 145.00		\$ 138.00
Hildebrandt	\$ 168.00		\$ 168.00				
South Washington	\$ 546.00		\$ 214.00	\$ 75.00	\$ 145.00		\$ 112.00
South Washington	\$ 1,036.00		\$ 898.00	\$ 50.00	\$ 45.00		\$ 43.00
Hildebrandt	\$ 1,902.88		\$ 1,503.38				\$ 399.50
South Washington	\$ 2,142.30		\$ 1,421.00		\$ 280.00		\$ 441.30
South Washington	\$ 532.00		\$ 172.00	\$ 25.00			\$ 335.00
South Washington	\$ 572.00		\$ 155.00	\$ 50.00	\$ 145.00		\$ 222.00
South Washington	\$ 25.00		\$ 25.00				
	\$ 9,532.18		\$ 6,078.38	\$ 325.00	\$ 907.00	\$ -	\$ 2,221.80
		Percent of Total Owed	64%	3%	10%	0%	23%



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

Resolution No. 1199

Adopted by the Lansing Housing Commission

March 25, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

APPROVAL OF THE 2014-15 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 2014 Annual Plan to the U. S. Department of Housing and Urban Development. In addition, the Commission approves the 2014 Annual Plan as presented.

Yeas

4

Nays

0

Abstentions

✓

Attest

Secretary


Chair

For Clerks Use Only

Resolution No: 1199
Date Adopted: 03/25/2014



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, 2014**, 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 2014- 2018

Annual PHA Plan for Fiscal Years 2014- 2015

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 3/25/2014

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

Lansing Housing Commission

PHA Name

MI058

PHA Number/HA Code

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 Commission Chairman

Signature



Date

2014 Capital Fund

**Capital Fund Program
(CFP) Amendment**
To The Consolidated Annual Contributions
Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Lansing Housing Commission MI058 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Numbers(s) C3007 dated 11/22/1973

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$1,292,413.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number MI33P05850114
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project.

However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development
By _____ Date: _____

PHA (Executive Director or authorized agent)
By _____ Date: 3/28/2014

Title _____

Title _____

Executive Director



Housing Choice Voucher Program 419 Cherry St Lansing, MI 48933 (517) 487-65500 Fax (517) 487-6977

Changes to the HCV Administrative Plan 2014

Minimum Rent: Will continue at \$50.00 as HUD will not issue a waiver to increase it to \$75.00

HQS Inspections: If an LHC inspector goes to an inspection and finds that items are not repaired which were indicated on the previous inspection, a \$50.00 charge will be deducted from the landlord's next Housing Assistance Payment check. This lack of housing assistance cannot be charged back to the voucher holder. Hardwire smoke detectors must have a battery backup.

Interims: Effective with this Administrative Plan, LHC staff will only conduct an interim income review for decreases once a year unless there is at least a 50% decrease of annual income.

Evictions: Should a landlord issue a court ordered money judgment within 90 days of move out, LHC will issue a 60 day termination notice to the voucher holder. That voucher holder will have 60 days to repay the landlord or their housing assistance will be terminated. A receipt of payment or a written notarized statement from the landlord must be provided in order to stop termination. LHC will also accept a receipt showing the payment has been escrowed through the local tenant landlord courts.

Rental Licenses: Effective for move ins after April 1, 2014, landlords must provide proof of the of rental licensing from the city or jurisdiction in which the unit resides before a unit is approved.

Applications: Should the Housing Choice Voucher waiting list open in the future, applications will only be taken electronically. LHC will not accept paper, or faxed applications.

Preferences: Preferences will be given to the following upon processing of the HCV waiting list: Households participating in the Permanent Supportive Housing (PSH) program, individuals aging out of Foster Care at the time of application with supportive services, VASH Voucher Holders who have successfully completed the VASH program as determined by the Veteran's Administration.

Verifications: The need for a live in aid, or a reasonable accommodation will be verified annually.





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

**Proposed Changes to Lansing Housing Commissions ("LHC")
Public Housing Admissions Continued Occupancy Plan ("ACOP") & LEASE
Effective May 1, 2014**

ACOP CHANGES

Chapter 4: Applications, Waiting List and Tenant Selection

The parent that retains custody of the children after a separation will remain on the waitlist and the other parent will be removed.

Applicants denied occupancy from one Lansing Housing Commission AMP will not be processed by another AMP until the basis for the original denial has expired.

Applicants with less than stellar credit may be admitted to public housing provided the poor credit history was caused by job loss, loss of unemployment benefits, divorce, rent to income burden, medical bills, and/or other reasons outside of the applicant's control provided: household members over 18 attend at least 3 sessions with the financial empowerment center application approval and agree to attend at least 6 more sessions after application approval; applicants obtain co-signers, vendor payments and/or retain a payee.

LHC may prescreen applicants on the waitlist.

Chapter 8: Leasing

Additions to a household will not be made unless the member is born married, adopted or court awarded to the family.

Chapter 10: Pet Policy

Pit Bulls, American Staffordshire Terrier breeds and dogs considered "vicious" are not allowed or approved to visit or reside at LHC properties.

Chapter 14: Grievance Policy



LHC will waive the informal settlement in efforts to expedite the grievance process in accordance to HUD regulations.

Chapter 16: Program Administration

LHC requires up-front payment for other charges.

LEASE CHANGES:

Households will be charged for excess utility usage charges. Excess utility charges are charges in excess of the annual limits set by unit type in the Housing Choice Voucher Program.

Tampering with Energy Savings Devices

Households are prohibited from tampering with, abusing and/or destroying energy savings devices including thermostats, dual flush toilets, aerators and light bulbs and such actions will subject the household to eviction and/or charges for replacements/repairs.

Preferences

Preferences are given to the following as households are processed from the current Public Housing Waiting list: for every 4 households approved to move into a Public Housing unit one household from each of the 3 categories below will be processed to determine eligibility and suitability. Households participating in the Permanent Supportive Housing I & II Program (PSH I & II), individuals aging out of Foster Care, at the time of application, with supportive services, VASH Voucher Holders recommended by the Veteran's Administration who have successfully completed the VASH program as determined by the Veteran's Administration. *Note: Each household must pass the suitability and eligibility standards as identified in the ACOP.

Snow/Ice Removal

Residents in multifamily housing units are required to remove snow/ice from their stoop (porch) front and rear, to the main public sidewalk and maintain the area in a safe condition. Snow/ice must be removed within 24 hours of a snow/ice event.

Residents who live in scattered site rental units are required to maintain the exterior grounds of the house in accordance with City of Lansing Code requirements. This includes snow/ice removal and lawn maintenance. Snow/ice must be removed within 24 hours of a snow/ice event.

Social Security Numbers

LHC will not list social security numbers, ages, or date of birth on lease agreements.

Household Additions



Additions to a household will be made only if the person(s) are born married, adopted or court awarded to the family.

Application of Payments

The hierarchy for applying payments made by or for LHC residents to LHC is as follows:

1. To other charges as defined in the lease; 2. To repayment agreements covering retroactive rent; 3. To delinquent rent under a repayment agreement; 4. To delinquent rent not under a repayment agreement; 5. To current rent.

Security Deposit Payment Amount

The Security deposit is the greater of the Total Resident Payment or \$50.

Air Conditioner Requirements

Residents who have an air conditioner must sign an air conditioner agreement that becomes a part of the lease agreement. Air conditioners may only be installed in a room with two or more windows or a room with an exterior door and at least one window for exiting. The Air Conditioner installation must be weather-tight all around the window/opening. The area above the conditioner must be filled with wood framed plexi-glass or glass. The air conditioner BTU rating cannot exceed 9,000 and the air conditioner must operate on 115 volt current.

Designated Contact

At the time of admission, all residents must identify a designated person to be contacted if they do not comply with lease terms.

Rent Changes

LHC will not process a change in rent unless the household experiences an income change of \$1000 or more annually.

Transfer Timing

Residents will be given 30 days instead of 7 days to transfer from one LHC rental unit to another.

Drug and/or Criminal Activity

LHC will seek to terminate a resident if any household member is involved in Drug/criminal activity on or off of the LHC property.

Tampering with Carbon Monoxide/Smoke Detector



Tampering with Carbon Monoxide/Smoke detectors is a lease violation. Residents whose carbon monoxide and/or smoke detector is disconnected or tampered with will be subject to eviction and/or incur repair/replacement costs.

Smoking Locations

All LHC properties are smoke-free. No resident or guest shall have lighted tobacco within 15 feet of an LHC property. Violations of LHC's smoke free policy will subject a household to eviction.

Accompanying Visitors

Residents are required to remain with visitors or guests at all times while they are on LHC properties.

Cable and Satellite Television Policy

A Cable & Satellite television policy has been inserted into the lease. The guidelines are as follows: 1. Dish must be attached to a 4x4 treated wood pole or around metal pole installed in the yard; 2. Cable cords may not create a trip hazard and exterior cables must be below ground; 3. Installers shall not make holes in the LHC buildings 4. Cables cannot prevent or interfere with or prevent windows, screens, doors, or frames opening and closing; 4. All cable runs must be professionally installed through the walls.

Household Composition/Income Changes

Residents must report all changes in income or household composition within 14 days.

Additional Causes for Lease Termination

LHC will seek termination if:

- We discover information that made the Resident ineligible after admission
- Resident(s) fail to comply with the community service requirement
- Resident(s) receive three judgments for possession in a 12 month period due to late rental payments
- Resident(s) are over the income limit for the program
- Resident(s) do/does not sign LHC's lease revision(s).

Grievance Process

The LHC grievance process for terminated residents will be inserted into the lease.

LHC will provide a reasonable opportunity to examine records, at the resident's, request before a LHC grievance hearing or court trial. The Resident shall be allowed a copy of the records at their expense.



Lease Break Fees

A Resident who moves out of an LHC property prior to the end of the initial lease term will incur a lease break fee equivalent to two months of LHC's ceiling rent. This fee will be added to the move out charges and included in the total owed to LHC.





310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

March 25, 2014

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the Annual Certified Audit for Fiscal Year 2013 Resolution No. 1200

RECOMMENDATION:

Staff recommends adoption of Resolution No.1200, which approves the Lansing Housing Commission 2013 annual certified audit and authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, or her designee, to enter the audit into the U. S. Department of Housing and Urban Development's Financial Data System.

CONTACT PERSON:

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

SUMMARY:

This Resolution approves the 2013 Annual Certified Audit and authorizes submittal to HUD.

BACKGROUND:

LHC entered unaudited financial data into HUD's Financial Data System (FDS) as required. As a check and balance to those entries Board approval of the annual certified audit is required before LHC can enter audited financial information into the FDS. The purpose of the Board's review is to determine if the audit identifies any material areas of financial weakness, unacceptable levels of checks and balances, management/operational concerns and/or program/policy compliance issues that should be addressed. This review of the audit also helps the board to identify problems which might require the board, in its fiduciary role, to ensure material financial concerns are addressed.

FINANCIAL CONSIDERATION:

There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the fiduciary responsibility of monitoring the Commission's financial operations, approving HUD Required Submissions and directing corrective actions as necessary. Approval of this audit after careful consideration of its contents and ensuring proper follow-up, if required, fulfills a major portion of the Board's financial oversight responsibility.

Respectfully Submitted,



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





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

Resolution No. 1200

Adopted By the Lansing Housing Commission
March 25, 2014

APPROVAL OF THE 2013 ANNUAL CERTIFIED AUDIT

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 2013 Annual Certified Audit into the U. S. Department of Housing and Urban Development's ("HUD's") Financial Data System. In addition, the Commission approves the 2013 Annual Certified Audit as presented by Yeager & Boyd.

Yeas 4
Nays 0
Abstentions 0



CHAIR

ATTEST



SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1200
DATE ADOPTED: 03/25/2014





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

Resolution No. 1201

Adopted by the Lansing Housing Commission

March 25, 2014

APPROVAL TO ADVERTISE THE SALE OF OLIVER TOWER

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is directed to advertise the sale of Oliver Tower by wrapping the building with a full building size banner or an extra-large sign (compliant with City Ordinances), facing Capitol Avenue, stating the building is for sale including a contact telephone number to obtain additional information, asap, no later than April 30, 2014. The cost is to be paid out of COCC funds and it is not to exceed \$20,000.00


Chair

Yeas 14

Nays 0

Abstentions _____

Attest

Secretary

For Clerks Use Only

Resolution No: 1201
Date Adopted: 03/25/2014



Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
February 2014

Account Name	LHC	FDS	2014 Budgeted	January '14 Actual	February '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	February '13 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	70710	\$ 423,336	\$ 36,223	\$ 36,177	\$ 288,532	68%	64%	4%	\$ 455,476	\$ 36,595	\$ 290,064	64%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,850	\$ 5,843	\$ 46,598	68%	64%	4%	\$ 73,559	\$ 5,910	\$ 46,845	64%
OG Management Fee	343005	70710	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee			\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	70710	\$ 166,474	\$ 13,089	\$ 13,089	\$ 106,289	64%	64%	-1%	\$ 179,124	\$ 13,847	\$ 115,402	64%
Other Income-Healthy Start minigrant	369000		\$ -	\$ -	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	71500	\$ 63,500	\$ -	\$ 3,316	\$ 18,228	29%	184%	-155%	\$ 50,000	\$ 3,852	\$ 92,027	184%
TOTAL REVENUE			\$ 733,079	\$ 55,162	\$ 58,424	\$ 472,979	65%	65%	0%	\$ 869,639	\$ 60,204	\$ 562,918	65%
Administrative Salaries	411000	91100	\$ 177,580	\$ 14,169	\$ (20,159)	\$ 84,505	48%	41%	6%	\$ 273,218	\$ (11,714)	\$ 113,004	41%
Employee Benefits & FICA	454XXX	91500	\$ 85,801	\$ 2,915	\$ 10,605	\$ 58,792	69%	153%	-85%	\$ 97,095	\$ -	\$ 148,964	153%
Legal	413000	91700	\$ 495	\$ 131	\$ -	\$ 495				\$ 3,000	\$ -	\$ 2,043	
Travel	415000	91800	\$ 7,500	\$ -	\$ -	\$ 814	11%	0%	11%	\$ 7,000	\$ 129	\$ 4,683	0%
Auditing Fees	417100	91200	\$ 17,500	\$ -	\$ -	\$ 1,436	8%	0%	8%	\$ 15,000	\$ 1,200	\$ 14,949	0%
Professional Services Contracts	419001	91600	\$ 104,000	\$ 8,357	\$ 5,679	\$ 66,027				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	91600	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	91600	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419006	91600	\$ 400	\$ 95	\$ -	\$ 352	88%	56%	32%	\$ 400	\$ -	\$ 224	56%
Membership Dues & Fees	419008	91600	\$ 10,500	\$ 405	\$ 185	\$ 1,055	10%	143%	-133%	\$ 5,000	\$ 10	\$ 7,140	143%
Postage	419010	91600	\$ 7,000	\$ (1,190)	\$ (226)	\$ 3,211	46%	-30%	76%	\$ 7,000	\$ 2,128	\$ (2,129)	-30%
Office Supplies	419014	91600	\$ 9,700	\$ 68	\$ 1,769	\$ 9,081	94%	125%	-31%	\$ 5,000	\$ 198	\$ 6,243	125%
Conference	419016	91600	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ -	\$ 1,154	0%
Bank Fees	419020	91600	\$ -	\$ -	\$ -	\$ 250		0%		\$ -	\$ -	\$ -	
Computer Maintenance	419022	91600	\$ 27,000	\$ -	\$ 685	\$ 13,396	50%	84%	-34%	\$ 20,000	\$ -	\$ 16,816	84%
Outside Printing	419030	91600	\$ 500	\$ -	\$ -	\$ -	0%	80%	-80%	\$ 500	\$ 199	\$ 400	80%
Software	419032	91600	\$ 5,100	\$ 197	\$ 81	\$ 6,030	118%	163%	-45%	\$ 1,000	\$ 25	\$ 1,634	163%
Automotive	419044	91600	\$ -	\$ -	\$ -	\$ -	0%	0%		\$ 1,000	\$ -	\$ 396	0%
Classified Advertising	419040	91600	\$ -	\$ -	\$ -	\$ -	0%	20%	-20%	\$ 1,000	\$ -	\$ 200	20%
Total Administrative			\$ 459,581	\$ 25,147	\$ (1,381)	\$ 245,445	53%	59%	-5%	\$ 537,713	\$ (7,825)	\$ 315,722	59%
Healthy Start reimburseable minigrant	422000	92400	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start			\$ -	\$ -	\$ -	\$ 4,112							
Water	431000	93100	\$ 2,306	\$ 234	\$ 73	\$ 1,703	74%	79%	-5%	\$ 1,910	\$ -	\$ 1,503	79%
Electricity	432000	93200	\$ 19,879	\$ 2,605	\$ 829	\$ 13,608	68%	52%	17%	\$ 23,715	\$ -	\$ 12,261	52%
Steam & Gas	433000 439000	93300	\$ 11,766	\$ 119	\$ 152	\$ 1,807	15%	48%	-33%	\$ 20,610	\$ -	\$ 9,979	48%
Phone/Internet/Communications	419004	91600	\$ 13,300	\$ 922	\$ 747	\$ 9,836	74%	249%	-175%	\$ 10,300	\$ 624	\$ 25,599	249%
Total Utilities			\$ 47,251	\$ 3,881	\$ 1,802	\$ 26,954	57%	87%	-30%	\$ 56,535	\$ 624	\$ 49,342	87%
Maintenance Materials	442000	94200	\$ 2,000	\$ -	\$ 95	\$ 2,353	118%	38%	79%	\$ 2,000	\$ -	\$ 765	38%
Maintenance Contracts incl recycling	4430xx	94300	\$ 40,000	\$ 2,534	\$ 4,366	\$ 24,125	60%	94%	-34%	\$ 40,000	\$ -	\$ 37,680	94%
Total Maintenance			\$ 42,000	\$ 2,534	\$ 4,461	\$ 26,478	63%	92%	-28%	\$ 42,000	\$ -	\$ 38,445	92%
Protective Services	448000	95200	\$ 4,250	\$ -	\$ (0)	\$ 4,428	104%	64%	40%	\$ 4,250	\$ -	\$ 2,734	64%
Insurance	451xxx	96120	\$ 31,000	\$ 1,860	\$ 2,151	\$ 14,740	48%	20%	28%	\$ 40,000	\$ -	\$ 7,929	20%
SFTB Expenses			\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
OIG Repayment for SFTB		96200	\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate I	419042	91600	\$ 60,000	\$ -	\$ 5,000	\$ 40,000	67%	0%	67%	\$ 60,000	\$ -	\$ 32,592	0%
Additional Capital			\$ 69,718	\$ 21,740	\$ 46,392	\$ 110,822	159%	101%	58%	\$ 103,437	\$ 67,404	\$ 104,559	101%
TOTAL EXPENSES			\$ 733,079	\$ 55,162	\$ 58,425	\$ 472,979	65%	65%	0%	\$ 869,639	\$ 60,204	\$ 562,918	65%
NET INCOME (LOSS)			\$ -	\$ (0)	\$ (0)	\$ 0				\$ (0)	\$ 0	\$ 0	

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
February 2014

Account Name		FDS	2014 Budget	January '14 Actual	February '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	February '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 120,360	\$ 117,013	\$ 915,996	69%	7%	62%	\$ 1,570,275	\$ 110,537	\$ 109,667	7%
Excess Utilities	312000	70400	\$ 5,774			\$ 4,492							
Fraud Recovery	330010	71400	\$ -	\$ -	\$ -	\$ 63	0%	0%	0%	\$ 20	\$ 10	\$ 1,529	0%
Net Operating Subsidy	340000	70800	\$ 3,011,480	\$ 248,215	\$ 248,215	\$ 1,950,964	65%	82%	-17%	\$ 2,718,604	\$ 279,301	\$ 2,226,592	82%
Other Income	369000	71500	\$ 49,700	\$ (0)	\$ (1,004)	\$ (965)	-2%	175%	-177%	\$ 21,800	\$ 28,172	\$ 38,159	175%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 4,400	\$ 12,102	\$ 35,519	83%	88%	-5%	\$ 37,900	\$ 4,924	\$ 33,343	88%
Maint. Char	369002	70400	\$ 41,100	\$ 3,530	\$ 2,889	\$ 23,638	58%	39%	19%	\$ 33,100	\$ 3,020	\$ 12,897	39%
Court Costs	369003	70400	\$ 32,500	\$ 4,665	\$ 10,742	\$ 31,337	96%	82%	14%	\$ 35,900	\$ 3,155	\$ 29,537	82%
Inter-Amp Transfer (In)			\$ -										
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ 333		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 381,425	\$ 390,187	\$ 2,961,043	62%	55%	7%	\$ 4,447,025	\$ 429,119	\$ 2,451,724	55%
Administrative Salaries	411000	91100	\$ 375,744	\$ 38,016	\$ 29,153	\$ 239,951	64%	57%	7%	\$ 403,884	\$ 26,246	\$ 229,692	57%
Legal	413000	91700	\$ 52,600	\$ 2,951	\$ 8,793	\$ 36,249	69%	122%	-53%	\$ 28,670	\$ 2,937	\$ 34,855	122%
Travel	415000	91800	\$ 2,850	\$ 231	\$ 325	\$ 2,659	93%	10%	83%	\$ 17,166	\$ 89	\$ 1,727	10%
Auditing Fees	417100	91200	\$ 13,560	\$ -	\$ -	\$ 5,604	41%	58%	-16%	\$ 20,738	\$ -	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ (5,991)	\$ 1,573	\$ 23,645	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	91600	\$ 30,000	\$ 2,617	\$ 1,590	\$ 17,367	58%	67%	-9%	\$ 31,600	\$ 1,803	\$ 21,080	67%
Publications	419006	91600	\$ 900	\$ -	\$ -	\$ 3,152	350%	0%	350%	\$ 120	\$ -	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ -	\$ 1,086	\$ 1,253	53%	52%	2%	\$ 2,120	\$ -	\$ 1,098	52%
Postage	419010	91600	\$ 11,370	\$ 1,436	\$ 660	\$ 10,274	90%	73%	18%	\$ 12,208	\$ 763	\$ 8,884	73%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 794	\$ 379	\$ 11,790	109%	10%	99%	\$ 49,908	\$ 521	\$ 4,833	10%
Office Supplies	419014	91600	\$ 21,600	\$ 2,204	\$ 937	\$ 13,193	61%	145%	-84%	\$ 16,930	\$ 1,950	\$ 24,520	145%
Bank Fees	419020	91600	\$ 20,400	\$ 2,623	\$ 1,774	\$ 16,935	83%	99%	-16%	\$ 12,941	\$ 1,839	\$ 12,798	99%
Computer Maintenance	419022	91600	\$ 27,900	\$ -	\$ 2,608	\$ 19,207	69%	109%	-40%	\$ 18,536	\$ 68	\$ 20,244	109%
Outside Printing	419030	91600	\$ 2,370	\$ 288	\$ -	\$ 6,974	294%	115%	180%	\$ 845	\$ 61	\$ 968	115%
Software	419032	91600	\$ 22,800	\$ 395	\$ 163	\$ 1,717	8%	109%	-101%	\$ 5,300	\$ 3,128	\$ 5,767	109%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,764	\$ 800	\$ 8,193	35%	0%	35%	\$ 3,600	\$ 2,092	\$ 13,571	0%
Inspections	419050	91600	\$ 35,180	\$ 2,750	\$ 5,335	\$ 8,748	25%	0%	25%	\$ 4,000	\$ -	\$ 3,400	0%
Management Fees	419101	91300	\$ 423,336	\$ 36,223	\$ 36,177	\$ 236,456	56%	66%	-10%	\$ 438,752	\$ 36,595	\$ 290,389	66%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,850	\$ 5,843	\$ 95,973	140%	64%	76%	\$ 73,234	\$ 5,910	\$ 46,845	64%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 1,080	\$ 807	\$ 22,818	68%	41%	27%	\$ 34,000	\$ 1,701	\$ 14,020	41%
Water	431000	93100	\$ 478,805	\$ 28,016	\$ 31,729	\$ 224,567	47%	56%	-9%	\$ 409,249	\$ 38,441	\$ 230,502	56%
Electricity	432000	93200	\$ 163,928	\$ 19,108	\$ 13,796	\$ 190,844	116%	68%	49%	\$ 150,530	\$ 12,354	\$ 101,888	68%
Gas	433000	93300	\$ 372,015	\$ 35,465	\$ 31,197	\$ 113,062	30%	30%	1%	\$ 457,281	\$ 49,213	\$ 135,434	30%
Recycling	435000	93800	\$ 32,200	\$ 14,759	\$ 17,173	\$ 52,732	164%	0%	164%	\$ 44,334	\$ 172	\$ 16,628	0%
Maintenance Labor	441000	94100	\$ 511,530	\$ 34,553	\$ 31,138	\$ 233,179	46%	41%	5%	\$ 682,021	\$ 53,995	\$ 269,429	41%
Maintenance Materials	442000	94200	\$ 321,000	\$ 30,594	\$ 39,058	\$ 263,758	82%	57%	25%	\$ 193,444	\$ 25,659	\$ 110,791	57%
Garbage & Trash	443001	94300	\$ 51,400	\$ 16,047	\$ 10,716	\$ 69,427	135%	51%	84%	\$ 55,800	\$ 4,454	\$ 28,698	51%
Heating & Cooling	443002	94300	\$ 28,500	\$ 3,475	\$ 5,230	\$ 28,863	101%	0%	101%	\$ 4,300	\$ 1,279	\$ 12,091	0%
Snow Removal	443003	94300	\$ 10,250	\$ 4,551	\$ 4,292	\$ 11,259	110%	31%	79%	\$ 10,500	\$ 3,687	\$ 3,237	31%
Elevator Maintenance	443004	94300	\$ 21,540	\$ 1,012	\$ 1,569	\$ 10,885	51%	159%	-109%	\$ 10,500	\$ 3,145	\$ 16,740	159%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 3,150	\$ 4,375	\$ 31,480	69%	134%	-64%	\$ 21,200	\$ -	\$ 28,330	134%
Unit Turnaround	443006	94300	\$ 135,000	\$ 12,703	\$ 14,455	\$ 176,859	131%	65%	66%	\$ 115,500	\$ 15,020	\$ 75,256	65%
Electrical	443007	94300	\$ 7,600	\$ 15,997	\$ 5,247	\$ 9,000	118%	4%	115%	\$ 9,700	\$ -	\$ 364	4%
Plumbing	443008	94300	\$ 36,300	\$ 2,201	\$ 1,677	\$ 7,115	20%	103%	-83%	\$ 16,600	\$ 2,231	\$ 17,075	103%
Exterminating	443009	94300	\$ 70,120	\$ 6,121	\$ 1,830	\$ 82,419	118%	88%	30%	\$ 41,964	\$ 12,421	\$ 36,810	88%
Janitorial	443010	94300	\$ -	\$ 9,057	\$ 1,600	\$ 5,780	0%	56%	-56%	\$ 10,900	\$ 1,930	\$ 6,077	56%
Routine Maintenance	443011	94300	\$ 9,500	\$ 1,486	\$ 11,535	\$ 20,777	219%	135%	83%	\$ 16,500	\$ 2,289	\$ 22,317	135%
Misc.	443012	94300	\$ 81,700	\$ 12,431	\$ 2,574	\$ 76,006	93%	68%	25%	\$ 22,915	\$ 3,410	\$ 15,671	68%

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
February 2014

Account Name		FDS	2014 Budget	January '14 Actual	February '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	February '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	95200	\$ 16,250	\$ 752	\$ 538	\$ 14,648	0%	171%	-171%	\$ 12,732	\$ 3,220	\$ 21,748	171%
Property	451001	96110	\$ 119,550	\$ 7,664	\$ 7,664	\$ 56,395	47%	44%	3%	\$ 110,132	\$ 9,079	\$ 48,425	44%
General Liability	451002	96120	\$ 56,900	\$ 4,503	\$ 4,503	\$ 47,041	83%	53%	30%	\$ 50,689	\$ 4,452	\$ 26,764	53%
Workers Comp.	451003	96130	\$ 26,325	\$ 3,282	\$ 5,289	\$ 22,499	85%	64%	22%	\$ 22,860	\$ 2,404	\$ 14,604	64%
Other	451004	96140	\$ 22,900	\$ 687	\$ 1,746	\$ 11,631	51%	78%	-27%	\$ 17,450	\$ 687	\$ 13,526	78%
Payments in Lieu of Taxes	452000	96300	\$ 87,300	\$ -	\$ -	\$ -	0%	96%	-96%	\$ 69,540	\$ 83,220	\$ 66,456	96%
OPEB Expense	444000		\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	91500	\$ 206,097	\$ 2,680	\$ 21,060	\$ 98,313	48%	32%	16%	\$ 228,464	\$ 11,100	\$ 73,490	32%
Employee Benefits - Maintenance	454100	94500	\$ 309,881	\$ 12,677	\$ 55,120	\$ 244,757	79%	123%	-44%	\$ 140,222	\$ 32,242	\$ 172,093	123%
Employer FICA - Administrative	454200	91500	\$ 28,745	\$ 6,707	\$ 16,275	\$ 99,344	346%	38%	308%	\$ 30,779	\$ 1,662	\$ 11,663	38%
Employer FICA - Maintenance	454300	94500	\$ 39,132	\$ 3,066	\$ 2,917	\$ 21,251	54%	36%	19%	\$ 50,618	\$ 3,853	\$ 17,976	36%
Extraordinary Maint. - Contracts	461003	97100	\$ -	\$ -	\$ -	\$ 525	0%	0%	0%	\$ 23,523	\$ -	\$ -	0%
Reserve Account			\$ 213,013	\$ 9,172	\$ (39,505)	\$ (45,531)	-21%	0%	-21%	\$ 135,824	\$ (30,176)		0%
TOTAL EXPENSES			\$ 4,764,309	\$ 381,425	\$ 390,188	\$ 2,961,043	62%	51%	12%	\$ 4,328,707	\$ 436,072	\$ 2,188,274	51%
TOTAL INCOME			\$ -	\$ (0)	\$ (1)	\$ (0)				\$ -	\$ (6,883)	\$ -	

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
February 2014

Account Name	G/L	FDS	Current Year							Prior Year			
	Acct #	Acct #	FY 2014 Budget	January '14 Actual	February '14 Actual	Year to date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	February '13 Actual	Year to date Actual	% of Budget Expended
Fraud Recovery Funds Retained	330010	71400	15,000	0	586	7,351	49%	28%	21%	19,000	202	5,273	28%
HCV Income - Admin Fees	341500	70600	832,368	65,444	65,444	548,566	66%	64%	2%	950,141	74,986	604,968	64%
Other Revenue	369000	71500	500		3,686	3,686	737%	621%	116%	500	0	3,106	621%
TOTAL REVENUE			847,868	65,444	69,716	559,604	66%	63%	3%	969,641	75,188	613,347	63%
Administrative Salaries	411000	91100	234,054	18,861	24,720	156,159	67%	55%	12%	370,285	26,314	203,177	55%
Legal	413000	91700	2,000	0	0	3,972	199%	371%	-172%	800	1,986	2,966	371%
Staff Training	414000	91600	6,000	0	0	99	2%	62%	-60%	6,000	0	3,692	62%
Travel	415000	91800	1,000	61	18	337	34%	19%	15%	1,000	0	186	19%
Auditing Fees	417100	91200	5,000	0	0	1,437	29%	80%	-51%	5,000	0	4,000	80%
Telephone	419004	91600	6,000	68	0	361	6%	39%	-33%	10,000	40	3,936	39%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	500	0	0	0%
Membership Dues & Fees	419008	91600	4,500	0	2,163	2,442	54%	144%	-89%	2,000	0	2,873	144%
Postage	419010	91600	14,000	1,035	687	7,237	52%	70%	-18%	14,000	925	9,736	70%
Police Reports/Cred Chks	419012	91600	14,000	841	102	8,741	62%	186%	-124%	4,000	1,047	7,448	186%
Office Supplies	419014	91600	17,000	907	654	5,013	29%	138%	-108%	9,000	1,226	12,387	138%
Conference	419016	91600	1,000	0	0	0	0%	0%	0%	1,000	0	0	0%
Computer Maintenance	419022	91600	15,000	0	691	5,964	40%	134%	-95%	15,000	5,182	20,155	134%
Outside Printing	419030	91600	3,500	0	0	2,332	67%	64%	2%	3,500	0	2,251	64%
Software	419032	91600	34,000	173	71	618	2%	147%	-145%	10,000	8,918	14,721	147%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	350	350	0%
Classified Advertising	419040	91600	850	0	0	0	0%	0%	0%	1,700	0	0	0%
Office Rent	419042	91600	24,000	0	2,000	16,000	67%	67%	0%	24,000	2,000	16,000	67%
Automotive Maintenance	419044	91600	4,500	130	63	1,975	44%	69%	-25%	3,000	35	2,081	69%
Inspections	419050	91600	47,317	3,196	(1,344)	22,060	47%				0		
COCC - HCV Program Expense	419103	91300	166,474	13,089	13,089	106,289	64%	61%	3%	190,028	13,847	115,402	61%
Utilities - Water	431000	93100	3,592	382	119	2,827	79%	80%	-2%	3,000	0	2,414	80%
Utilities - Electricity	432000	93200	31,434	4,251	1,352	22,344	71%	64%	7%	29,000	4,078	18,554	64%
Utilities - Steam/Gas	439000 433000	933000	19,198	194	249	2,948	15%	70%	-55%	15,000	9	10,517	70%
Maintenance Contracts	443xxx	94300	18,500	103	2,485	7,539	41%	59%	-19%	21,000	2,302	12,463	59%
Insurance	451xxx	96120	18,000	1,626	1,951	12,543	70%	65%	5%	18,000	1,477	11,716	65%
Employee Benefits	454xxx	91500	131,082	3,958	18,337	97,753	75%	54%	21%	210,891	16,418	113,881	54%
Housing Assistance Payment	471900	97300		0	0	(5,310)					0		
Shelter Plus Care				0	0								
Reserve Account			23,368	16,569	2,309	77,642	332%	0%	332%	1,936	(10,967)	22,442	0%
TOTAL EXPENSES			847,868	65,444	69,716	559,604	66%	63%		969,641	75,188	613,347	63%
NET INCOME (LOSS)			0	(0)	0	(0)				(0)	0	(0)	



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

March 26, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report February 2014 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

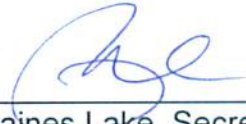
OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights 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. Zero (0) files were audited in February.
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 twelve (12) 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 six (6) QC file reviews on non-waitlist participant files in February. One (1) error was reported and corrected within 30 days.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Ten (10) QC inspections were completed in February. Nine (9) units met HQS requirements.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eight (8) 24-hour HQS deficiencies in the month of February. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.



Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Dec-13	Jan-14	Feb-14
TOTAL NEW LEASES	1	1	0
Total Move-outs	6	6	6
Net	-5	-5	-6
Number of Applicants on Voucher Wait List	620	620	620
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	0
Total Resident Change of Units (transfers)	9	9	4
TOTAL RECERTIFICATIONS DUE BY MONTH	158	140	122
Annual Recertifications Completed	150	130	119
Annual Delinquent Reexaminations	0	0	0
Interims Completed	98	58	99
TOTAL INSPECTIONS DUE BY MONTH	105	115	98
Annual HQS Inspections Completed	98	120	104
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	21	15	19
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	5	6	5
Monthly Total Amount Owed	\$ 3,491.47	\$ 3,717.00	\$ 2,839.00
Monthly Total Amount Collected	\$ 941.00	\$ 598.00	\$ 2,079.50
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1509	1492	1487
% UTILIZED UNITS	88.8%	87.8%	87.5%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	54	54	54
VASH Voucher Utilization	91	93	92
Monthly Total Voucher Unit Utilization	1654	1639	1633
Total HCV Budget for 2011	\$ 10,153,273.00	\$ 10,369,704.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 10,238,221.22	\$ 809,671.52	\$ 1,637,293.41
HCV Budget Allocation YTD	\$ 10,486,067.00	\$ 864,142.00	\$ 1,728,284.00
<i>Expenditure Surplus (Overage) *</i>	\$ 247,845.78	\$ 54,470.48	\$ 90,990.59
Remaining Voucher Budget	\$ (84,948.22)	\$ 9,560,032.48	\$ 8,732,410.59
Shelter Plus Care Budget	\$ 254,700.00	\$ 269,073.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 248,443.09	\$ 22,422.75	\$ 45,774.08
Shelter Plus Care Budget Allocation YTD	\$ 248,443.09	\$ 22,422.75	\$ 45,774.08
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$ 6,256.91	\$ 246,650.25	\$ 223,298.92
VASH Budget	\$ 500,000.00	\$ 600,000.00	\$ 600,000.00
VASH Budget Used YTD	\$ 473,147.00	\$ 43,058.00	\$ 83,236.00
VASH Budget Allocation YTD	\$ 500,000.00	\$ 50,000.00	\$ 100,000.00
<i>Expenditure Surplus (Overage)</i>	\$ 26,853.00	\$ 6,942.00	\$ 16,764.00
Remaining Voucher Budget	\$ 26,853.00	\$ 556,942.00	\$ 516,764.00



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

March 25, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% at the end of February. We continue to strive to increase our occupancy level to 98%. At the end of February, the Life o' Riley Mobile home/Campground was condemned due to a failing sewage disposal system. Since LHC's waiting lists were open during this time LHC and the City of Lansing worked together to house several families that were displaced. Our occupancy rate for March will reflect the Life O'Riley additions.

In February, we had a total of 79 emergency work orders. 100% were closed or abated within 24 hours. We had 201 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	169	168	213	278	832
Total Units Occupied	164	163	206	251	784
Percent Occupied	95%	97%	97%	90%	94%



Move –Ins	2	4	1	3	10
Move-Outs	4	3	4	12	23
Transfers	0	1	2	0	3
Emergency Work Orders	23	31	21	4	79
Routine Work Orders	26	24	133	18	201

Note: Mt. Vernon Park has 4 units offline (Fire-3, Termites-1), SWP has one unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 27,958.00	\$ 5,747.00	\$ 22,211.00	79.00%
Hildebrandt	168	\$ 2,650.00	\$ 3,413.00	\$ 18,237.00	84.00%
LaRoy Froh	213	\$ 27,921.00	\$ 4,041.00	\$ 23,880.00	86.00%
South Washington	278	\$ 38,859.00	\$11,873.26	\$ 26,985.74	87.00%
Totals	832	\$ 116,388.00	\$ 25,074.26	\$ 91,313.74	78%





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

March 26, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

February 2014 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

Asset Manager, Janell McLeod held a Valentine's Day celebration to celebrate the opening of the remodeled community room.

Mt. Vernon

MC Smith Associates & Architectural Group is completing all preliminary designs for the renovation of kitchens and baths at Mt. Vernon.

Contractors have been busy at the Mt. Vernon Community Room. If you are out and about stop in and see the community room and offices. They are completely gutted. The major cuts have been done in the cement floor. Engineers will soon be starting to drill the holes for the pylons that will be placed under the building to level it.

Hildebrandt

Hobbs + Black Associates is obtaining cost estimates for the materials for Hildebrandt kitchens and baths.

HONEYWELL ESCO PROJECT

The ESCO projects are well underway. Contractors installed 32 furnaces and new regulated thermostats at Hildebrandt Park; 52 regulated thermostats at Forest Road and Hoyt Avenue; 12 new furnaces and 52 new regulated thermostats at Mt. Vernon and 2 new water heaters at Mt. Vernon.



FUTURE MODERNIZATION ACTIVITIES

LHC is installing hardwired combination Smoke and Carbon Monoxide detector in all units. In some cases we will remove existing hardwired Smoke Detectors and replacing them with a combined unit.

NON-MODERNIZATION ACTIVITIES

The Architect and LHC have been in conference with the Contractor on the fire unit at 3856 Wilson after a notice to cures was issued. The contractor responded to the notice to cure by stepping up the completion pace. They submitted a change order and are currently working to get the units back online ASAP.

M. C. Smith Architects are still working on plans to restore the fire unit at 1513 Comfort.



GREATER LANSING HOMELESS RESOLUTION NETWORK

Greater Lansing
Homeless
Resolution Network

743 N. Martin Luther King Blvd
Lansing, MI 48915
Phone: 517-485-4722
Fax: 517-485-2837

Tony Baltimore
Patricia Baines-Lake
Lansing Housing Commission
419 Cherry St.
Lansing, MI 48933

Dear Mr. Baltimore and Ms. Baines-Lake

GLHRN supports the proposed changes to Lansing Housing Commission Housing Choice Voucher Administrative Plan with the exception of the section on Interims, which we do not support.

GLHRN specifically supports the changes to preferences.

GLHRN has identified these specific populations as groups that need specialized services to meet their housing needs. These preferences are tailored to and align with the priorities of the CoC and will advance the strategic plan the continuum has put in place to address issues of homelessness specific to our community.

GLHRN believes the implementation of these changes, specifically the stated preferences, will benefit those who are most in need and who face the greatest barriers to stable housing in our community.

Sincerely,



Tonya Avery
GLHRN Chair



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

**LHC Board & Public Hearing
Sign-In Sheet
Date of Meeting: March 25, 2014**

Name	Organization	Phone #	E-mail
Cynthia Craig	LHC	853-3064	Cynthiac@lanshc.org
Ramiro Sazazar	LHC	853-3066	ramiros@lanshc.org
Donna Davenport	LHC	231-4332	donad@lanshc.org
Kris Whipple	LHC	813-4740	krow@lanshc.org
Kim Shirey	LHC	487-0242	KIMS@lanshc.org
Erica Clark	LHC	517-599-7986 517-755-9411	elmclark84@gmail.com
Lisa Alicea	UA	269-967-7153 483-4082	Lisa.Alicea@ua.gov
Katrina Urista	City of Lansing		KUrista@lansingmi.gov
Barbara Lee	LHC	517-894-1748	
Janet Klein	LHC	517-894-5521	
Andrew Foreman	LHC	517-775-1240	Jawforeman88@gmail.com





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

**LHC Board & Public Hearing
Sign-In Sheet
Date of Meeting: March 25, 2014**

Name	Organization	Phone #	E-mail
Pedro Maldonado	LHC	517-908 5023	
Bobby Joyce	LHC	517-703 3473	Bobby.Joyce@gmail.com
Gregory Frens	LHC	335-2349	frensge@yahoo.com
Janell McLeod	LHC	393-8464	Janellm@lanshc.org
Kendra Schmittman	LHC	321-6054	kendras@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
Erica Velasquez	LHC	393-8464	ericav@lanshc.org
Susan Cancro	GLHRN Advent House	485-4722	secancro@adventhouse.com

