



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

Lansing Housing Commission  
May 25, 2016

Call to Order.

1. Roll Call.

2. Approval of Minutes of April 27, 2016

3. Action Items:

Resolution 1248- Approval to enter into a contract Between LHC and LJ Trumble Builders, LLC to repair fire damage at 6519 Sommerset.

4. Informational Items.

a. Finance Report March 2016

Dickey May  
Patricia Baines-Lake

b. Housing Choice Voucher Report

Kim Shirey

i. Asset Management Report

Lisa Parsons

ii. Mt. Vernon & Scattered Sites

AMP 102

Kris Whipple

iii. Hildebrandt, Forrest, Hoyt

AMP 103

Lisa Parsons

& Scattered Sites

iv. LaRoy Froh & Scattered Sites

AMP 111

Janell McLeod

v. South Washington & Scattered Sites

AMP 112

Lisa Parsons

c. Modernization Report

Patricia Baines-Lake

d. Recovery Agreement Update

Patricia Baines-Lake

e. Director Performance Evaluation

Emma Koppelman-Helvey

5. Executive Director's Comments

a. RAD Information





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6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment.





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### **Minutes of the April 27, 2016 Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:30 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

**PRESENT AT ROLL CALL:** Commissioners, Joyce and Koppelman-Helvey were present. Commissioners Deschaine and Robinson were excused absence.

**GUESTS:** Dickey May, Financial Consultant, Bryan Beverly, Former Commissioner

**STAFF:**

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Kris Whipple
Janell McLeod	Marvin Ellis
Tom Barry	Victoria La Duke
Marcus Hardy	

Commissioner Koppelman-Helvey moved and Commissioner Joyce 2nd a motion to approve the minutes of the March 23, 2016 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2nd a motion to approve resolution 1247 - Approval to start process to explore a Rental Assistance Demonstration Proposal for South Washington. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

A. Accounting Update	Patricia Baines-Lake
B. Finance Report	Dickey May
C. Housing Choice Voucher Report	Jennifer Burnette





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D. Asset Management

Janell McLeod

I.	Mt. Vernon	AMP 104	Lisa Parsons
II.	Hildebrandt	AMP 103	Rhonda Pagel
III.	LaRoy Froh	AMP 111	Lisa Parsons
IV.	South Washington	AMP 112	Janell McLeod
V.	Modernization Report		Patricia Baines-Lake

E. Recovery Agreement Update

Patricia Baines-Lake

**Executive Director's Comments:** The Executive Director indicated a proposal to address the 2015 audit findings would be presented to the finance committee for review and input prior to a presentation to the full Board.

There being no other business, Commissioner Baltimore adjourned the meeting at 7:12p.m.







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**May 25, 2016**

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to execute a contract between LJ Trumble Builders LLC and the Lansing Housing Commission to repair fire damage to 6519 Sommerset fire damage, Lansing - Resolution #1248.

**RECOMMENDATIONS:**

Staff recommends adoption of Resolution 1248, which authorizes Patricia Baines-Lake acting in her capacity as Executive Director of Lansing Housing Commission to enter into a contract with LJ Trumble Builders LLC and Lansing Housing Commission to repair fire damage to 6519 Sommerset.

**CONTACT PERSON:**

Patricia A. Baines Lake  
Executive Director  
517.372.7996

**SUMMARY:**

Authorization of this resolution constitutes the Commission's formal approval of a lump sum contract, in the amount of \$137,200.00, with LJ Trumble Builders LLC to repair fire damage to 6519 Sommerset.

**BACKGROUND:**

The Lansing Housing Commission ("LHC") issued an RFP to repair fire damage to 6519 Sommerset on April 13, 2016 based on drawings and specification prepared by M. C. Smith Associates & Architectural Group. LHC and M. C. Smith Associates & Architectural Group conducted a walk thru at 6519 Sommerset on Tuesday, April 26, 2016. Five (5) contractors participated in the walkthrough. One (1) contract addendum was issued.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting Board Meeting May 25, 2016

Transmittal Approving Contract Between L.J. Trumble Builders LLC and LHC to Repair Fire Damage at 6519 Sommerset

Transmittal No. 1248

Page 1 of 3



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The sealed bids were due May 12, 2015. No contractors, one (1) LHC staff and one (1) M. C. Smith Associates & Architectural Group representative participated in the bid opening.

Bid documents were placed at four (4) major houses, on LHC's website and e-mails were sent to 13 contractors. Solicitations were sent to companies who have bid on LHC work in the past and anyone who indicated an interest. Despite our best efforts only two contractors submitted bids on the work. The lowest bid was consistent with the Independent Cost Estimate completed by the Architect. We believe the best practices for a fair open procurement were utilized even though the quantity of bids was less than ideal. The number of bids submitted is consistent with other construction bids in this area. Multiple vendors are finding it impossible to garner completion in the bidding process.

M. C. Smith Associates & Architectural Group Architects conducted post-bid interviews with the apparent low bidder to ensure the bid understandings. The apparent low bidder was LJ Trumble Builders LLC with a total lump sum base bid of \$137,200.00 with no irregularities.

#### **RECOMMENDATION**

M. C. Smith Associates & Architectural Group recommended award of the project to LJ Trumble Builders LLC based on the review of the submitted bids and contractor qualifications for a Lump Sum amount of \$137,200.00. Therefore, staff recommends the board approve the Architect's recommendation to award the bid to LJ Trumble Builders LLC.

The bid tabulation is attached.

#### **FINANCIAL CONSIDERATIONS:**

Contractor Name: LJ Trumble Builders LLC

Bid Amount: \$137,200.00

Term: 120 Days

Funding: Insurance Proceeds and 2015 CFP Funds





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**POLICY CONSIDERATIONS:**

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

Respectfully submitted: \_\_\_\_\_

  
Patricia Baines-Lake, Secretary





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

**Resolution No. 1248**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**May 25, 2016**

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to enter into a contract between the Lansing Housing Commission and LJ Trumble Builders, LLC, to complete fire renovations, at 6519 Sommerset pursuant to drawings and specifications completed by M. C. Smith Associates & Architectural Group.

The contact amount is not to exceed \$137,200.00 to be expended over the next year.

**Funding Source:** Insurance Proceeds and 2015 CFP funds.

  
Chair

Yeas 4

Nays 0

Abstentions 1

Attest

\_\_\_\_\_

Secretary

For Clerks Use Only

Resolution No: 1248  
Date Adopted: 05/25/2016

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting Board Meeting May 25, 2016

Transmittal Approving Contract Between L.J. Trumble Builders LLC and LHC to Repair Fire Damage at 6519 Sommerset  
Kitchen and Bathrooms-La Roy Froh Resolution No. 1248



Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 327,199	\$ 308,570	\$ 18,629		\$ 370,284	\$ 61,714
Tenant Revenue - Other	18,426	4,250	14,176		5,100	850
Total Tenant Revenue	<u>\$ 345,625</u>	<u>\$ 312,820</u>	<u>\$ 32,805</u>		<u>\$ 375,384</u>	<u>\$ 62,564</u>
HUD PHA Operating Grants	554,670	632,920	(78,250)		759,504	126,584
CFP Operational Income	172,573	-	172,573		-	-
Fraud Recovery and Other	97,296	23,750	73,546		28,500	4,750
Total Operating Revenue	<u>\$ 1,170,164</u>	<u>\$ 969,490</u>	<u>\$ 200,674</u>		<u>\$ 1,163,388</u>	<u>\$ 193,898</u>
Administrative Salaries	\$ 56,087.64	\$90,060	\$ (33,972.36)		\$ 108,072.00	\$ 18,012.00
Auditing Fees	18,753	4,540	14,213		5,448	908
Management Fees	175,512	89,120	86,392		106,944	17,824
Bookkeeping Fees	13,803	14,390	(587)		17,268	2,878
Employee Benefits Contributions - Administrative	22,682	47,750	(25,068)		57,300	9,550
Office Expenses	28,115	6,833	21,282		8,200	1,367
Legal Expense	11,777	13,750	(1,973)		16,500	2,750
Travel	-	592	(592)		710	118
Other	10,899	8,092	2,807		9,710	1,618
Tenant Services - Other	3,519	7,250	(3,731)		8,700	1,450
Water	66,088	80,008	(13,920)		96,010	16,002
Electricity	32,162	26,667	5,495		32,000	5,333
Gas	47,551	70,833	(23,282)		85,000	14,167
Other Utilities Expense	7,092	3,125	3,967		3,750	625
Ordinary Maintenance and Operations - Labor	125,101	96,054	29,047		116,716	20,662
Ordinary Maintenance and Operations - Materials	104,039	84,720	19,319		101,664	16,944
Ordinary Maintenance and Operations - Contract	172,329	109,291	63,038		131,149	21,858
Employee Benefits Contributions - Ordinary	46,423	87,492	(41,069)		106,312	18,820
Protective Services - Other Contract Costs	1,434	2,000	(566)		2,400	400
Property Insurance	26,745	22,423	4,322		26,908	4,485
Liability Insurance	10,700	13,868	(3,168)		16,642	2,774
Workers Compensation	4,179	3,460	719		4,152	692
All Other Insurance	1,842	1,035	807		1,242	207
Other General Expenses	121,147	23,550	97,597		28,260	4,710
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	2,646	13,093	(10,447)		15,711	2,618
Bad debt - Tenant Rents	3,656	15,429	(11,773)		18,514	3,085
Interest Expense	15,570	31,755	(16,185)		38,106	6,351
Total Operating Expenses	<u>\$ 1,129,854</u>	<u>\$ 967,180</u>	<u>\$ 162,674</u>		<u>\$ 1,163,388</u>	<u>\$ 196,208</u>
Net Income (Loss)	<u>\$ 40,310</u>	<u>\$ 2,310</u>	<u>\$ 38,000</u>		<u>\$ -</u>	<u>\$ (2,310)</u>

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 335,159	\$ 336,060	\$ (901)		\$ 403,272	\$ 67,212
Tenant Revenue - Other	24,722	28,367	(3,645)		34,040	5,673
Total Tenant Revenue	<u>\$ 359,881</u>	<u>\$ 364,427</u>	<u>\$ (4,546)</u>		<u>\$ 437,312</u>	<u>\$ 72,885</u>
HUD PHA Operating Grants	584,819	689,320	(104,501)		827,184	137,864
CFP Operational Income	192,690	26,084	166,606		31,301	5,217
Fraud Recovery and Other	112,988	8,500	104,488		10,200	1,700
Total Operating Revenue	<u>\$ 1,250,378</u>	<u>\$ 1,088,331</u>	<u>\$ 162,047</u>		<u>\$ 1,305,997</u>	<u>\$ 217,666</u>
Administrative Salaries	\$ 57,034	\$ 98,888	\$ (41,854)		\$ 122,562	\$ 23,674
Auditing Fees	18,753	4,918	13,835		5,902	984
Management Fees	196,121	97,060	99,061		116,472	19,412
Bookkeeping Fees	15,835	15,680	155		18,816	3,136
Employee Benefits Contributions - Administrative	19,191	47,964	(28,773)		59,448	11,484
Office Expenses	27,577	6,250	21,327		7,500	1,250
Legal Expense	17,840	15,500	2,340		18,600	3,100
Travel	1,817	917	900		1,100	183
Other	16,414	10,283	6,131		12,340	2,057
Tenant Services - Other	2,751	5,583	(2,832)		6,700	1,117
Water	77,190	64,583	12,607		77,500	12,917
Electricity	21,587	12,500	9,087		15,000	2,500
Gas	34,280	50,000	(15,720)		60,000	10,000
Other Utilities Expense	-	11,000	(11,000)		13,200	2,200
Ordinary Maintenance and Operations - Labor	84,970	126,974	(42,004)		155,998	29,024
Ordinary Maintenance and Operations - Material	110,513	117,981	(7,468)		141,577	23,596
Ordinary Maintenance and Operations - Contrac	207,602	152,458	55,144		182,950	30,492
Employee Benefits Contributions - Ordinary	36,497	104,949	(68,452)		128,937	23,988
Protective Services - Other Contract Costs	1,330	3,083	(1,753)		3,700	617
Property Insurance	26,335	23,355	2,980		28,026	4,671
Liability Insurance	10,856	12,303	(1,447)		14,764	2,461
Workers Compensation	2,378	385	1,993		462	77
All Other Insurance	1,842	1,593	249		1,911	318
Other General Expenses	106,386	23,375	83,011		28,050	4,675
Compensated Absences		-	-		-	-
Payments in Lieu of Taxes	3,705	23,355	(19,650)		28,026	4,671
Bad debt - Tenant Rents	9,900	16,803	(6,903)		20,164	3,361
Interest Expense	25,949	30,243	(4,294)		36,292	6,049
Total Operating Expenses	<u>\$ 1,134,655</u>	<u>\$ 1,077,983</u>	<u>\$ 56,672</u>		<u>\$ 1,305,997</u>	<u>\$ 228,014</u>
Net Income (Loss)	<u>\$ 115,723</u>	<u>\$ 10,348</u>	<u>\$ 105,375</u>		<u>\$ -</u>	<u>\$ (10,348)</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 318,174	\$ 325,370	\$ (7,196)		\$ 390,444	\$ 65,074
Tenant Revenue - Other	23,965	23,250	715		27,900	4,650
Total Tenant Revenue	<u>\$ 342,139</u>	<u>\$ 348,620</u>	<u>\$ (6,481)</u>		<u>\$ 418,344</u>	<u>\$ 69,724</u>
HUD PHA Operating Grants	799,077	667,390	131,687		800,868	133,478
CFP Operational Income	203,149	77,213	125,936		92,655	15,442
Fraud Recovery and Other	99,193	10,833	88,360		13,000	2,167
Total Operating Revenue	<u>\$ 1,443,557</u>	<u>\$ 1,104,056</u>	<u>\$ 339,501</u>		<u>\$ 1,324,867</u>	<u>\$ 220,811</u>
Administrative Salaries	\$ 64,971	\$ 71,790	\$ (6,819)		\$ 89,332	\$ 17,542
Auditing Fees	18,753	4,918	13,835		5,902	984
Management Fees	189,423	93,970	95,453		112,766	18,796
Bookkeeping Fees	15,258	15,177	81		18,212	3,035
Employee Benefits Contributions - Administrative	18,731	29,448	(10,717)		36,644	7,196
Office Expenses	28,772	7,083	21,689		8,500	1,417
Legal Expense	16,586	14,750	1,836		17,700	2,950
Travel	1,654	1,375	279		1,650	275
Other	23,852	8,263	15,589		9,915	1,652
Tenant Services - Other	3,497	3,750	(253)		4,500	750
Water	53,439	69,917	(16,478)		83,900	13,983
Electricity	34,951	32,917	2,034		39,500	6,583
Gas	44,015	71,250	(27,235)		85,500	14,250
Other Utilities Expense	10,717	11,250	(533)		13,500	2,250
Ordinary Maintenance and Operations - Labor	119,866	125,078	(5,212)		152,996	27,918
Ordinary Maintenance and Operations - Material	85,321	96,109	(10,788)		115,331	19,222
Ordinary Maintenance and Operations - Contrac	178,544	173,750	4,794		208,500	34,750
Employee Benefits Contributions - Ordinary	63,979	104,620	(40,641)		127,972	23,352
Protective Services - Other Contract Costs	3,343	3,333	10		4,000	667
Property Insurance	33,455	31,766	1,689		38,119	6,353
Liability Insurance	11,023	13,868	(2,845)		16,642	2,774
Workers Compensation	3,138	4,620	(1,482)		5,544	924
All Other Insurance	1,842	2,787	(945)		3,344	557
Other General Expenses	126,216	30,958	95,258		37,150	6,192
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	9,301	17,539	(8,238)		21,047	3,508
Bad debt - Tenant Rents	10,506	16,269	(5,763)		19,522	3,253
Interest Expense	15,328	39,316	(23,988)		47,179	7,863
Total Operating Expenses	<u>\$ 1,186,481</u>	<u>\$ 1,095,871</u>	<u>\$ 90,610</u>		<u>\$ 1,324,867</u>	<u>\$ 228,996</u>
Net Income (Loss)	<u>\$ 257,076</u>	<u>\$ 8,185</u>	<u>\$ 248,891</u>		<u>\$ -</u>	<u>\$ (8,185)</u>

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 351,908	\$ 302,460	\$ 49,448		\$ 362,952	\$ 60,492
Tenant Revenue - Other	35,896	48,750	(12,854)		58,500	9,750
Total Tenant Revenue	<u>\$ 387,804</u>	<u>\$ 351,210</u>	<u>\$ 36,594</u>		<u>\$ 421,452</u>	<u>\$ 70,242</u>
HUD PHA Operating Grants	647,740	620,390	27,350		744,468	124,078
CFP Operational Income	154,416	94,966	59,450		113,959	18,993
Fraud Recovery and Other	98,159	9,208	88,951		11,050	1,842
Total Operating Revenue	<u>\$ 1,288,118</u>	<u>\$ 1,075,774</u>	<u>\$ 212,344</u>		<u>\$ 1,290,929</u>	<u>\$ 215,155</u>
Administrative Salaries	\$ 28,209	\$ 72,396	\$ (44,187)		\$ 88,174	\$ 15,778
Auditing Fees	18,753	4,540	14,213		5,448	908
Management Fees	175,678	87,350	88,328		104,824	17,474
Bookkeeping Fees	14,116	14,110	6		16,929	2,819
Employee Benefits Contributions - Administrative	26,424	53,656	(27,232)		65,350	11,694
Office Expenses	26,971	4,167	22,804		5,000	833
Legal Expense	21,869	16,250	5,619		19,500	3,250
Travel	252	417	(165)		500	83
Other	10,806	7,450	3,356		8,940	1,490
Tenant Services - Other	6,838	3,750	3,088		4,500	750
Water	79,796	98,250	(18,454)		117,900	19,650
Electricity	83,678	91,667	(7,989)		110,000	18,333
Gas	48,522	56,667	(8,145)		68,000	11,333
Other Utilities Expense	5,365	8,667	(3,302)		10,400	1,733
Ordinary Maintenance and Operations - Labor	103,559	128,699	(25,140)		156,615	27,916
Ordinary Maintenance and Operations - Material	83,630	74,643	8,987		89,571	14,928
Ordinary Maintenance and Operations - Contrac	134,077	111,542	22,535		133,850	22,308
Employee Benefits Contributions - Ordinary	48,656	86,523	(37,867)		105,291	18,768
Protective Services - Other Contract Costs	7,496	12,500	(5,004)		15,000	2,500
Property Insurance	16,315	14,949	1,366		17,939	2,990
Liability Insurance	11,614	13,868	(2,254)		16,642	2,774
Workers Compensation	3,138	4,620	(1,482)		5,544	924
All Other Insurance	1,842	2,149	(307)		2,579	430
Other General Expenses	88,560	26,458	62,102		31,750	5,292
Compensated Absences		-			-	-
Payments in Lieu of Taxes	2,989	9,033	(6,044)		10,840	1,807
Bad debt - Tenant Rents	17,899	15,123	2,776		18,148	3,025
Interest Expense	3,500	51,413	(47,913)		61,695	10,282
Total Operating Expenses	<u>\$ 1,070,552</u>	<u>\$ 1,070,857</u>	<u>\$ (305)</u>		<u>\$ 1,290,929</u>	<u>\$ 220,072</u>
Net Income (Loss)	<u>\$ 217,566</u>	<u>\$ 4,917</u>	<u>\$ 212,649</u>		<u>\$ -</u>	<u>\$ (4,917)</u>



Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 1,332,440	\$ 1,272,460	\$ 59,980		\$ 1,526,952	\$ 254,492
Tenant Revenue - Other	103,008	104,617	(1,609)		125,540	20,923
Total Tenant Revenue	<u>\$ 1,435,448</u>	<u>\$ 1,377,077</u>	<u>\$ 58,371</u>		<u>\$ 1,652,492</u>	<u>\$ 275,415</u>
HUD PHA Operating Grants	2,586,306	2,610,020	(23,714)		3,132,024	522,004
CFP Operational Income	722,827	198,263	524,564		237,915	39,652
Fraud Recovery and Other	407,636	52,291	355,345		62,750	10,459
Total Operating Revenue	<u>\$ 5,152,218</u>	<u>\$ 4,237,651</u>	<u>\$ 914,567</u>		<u>\$ 5,085,181</u>	<u>\$ 847,530</u>
Administrative Salaries	\$ 206,301	\$ 333,134	\$ (126,833)		\$ 408,140	\$ 75,006
Auditing Fees	75,013	18,916	56,097		22,700	3,784
Management Fees	736,734	367,500	369,234		441,006	73,506
Bookkeeping Fees	59,012	59,357	(346)		71,225	11,868
Employee Benefits Contributions - Administrative	87,028	178,818	(91,790)		218,742	39,924
Office Expenses	111,435	24,333	87,102		29,200	4,867
Legal Expense	68,072	60,250	7,822		72,300	12,050
Travel	3,723	3,301	422		3,960	659
Other	61,972	34,088	27,884		40,905	6,817
Tenant Services - Other	16,605	20,333	(3,728)		24,400	4,067
Water	276,514	312,758	(36,244)		375,310	62,552
Electricity	172,378	163,751	8,627		196,500	32,749
Gas	174,369	248,750	(74,381)		298,500	49,750
Other Utilities Expense	23,174	34,042	(10,868)		40,850	6,808
Ordinary Maintenance and Operations - Labor	433,496	476,805	(43,309)		582,325	105,520
Ordinary Maintenance and Operations - Material	383,503	373,453	10,050		448,143	74,690
Ordinary Maintenance and Operations - Contrac	692,552	547,041	145,511		656,449	109,408
Employee Benefits Contributions - Ordinary	195,556	383,584	(188,028)		468,512	84,928
Protective Services - Other Contract Costs	13,604	20,916	(7,312)		25,100	4,184
Property Insurance	102,850	92,493	10,357		110,992	18,499
Liability Insurance	44,194	53,907	(9,713)		64,690	10,783
Workers Compensation	12,833	13,085	(252)		15,702	2,617
All Other Insurance	7,369	7,564	(195)		9,076	1,512
Other General Expenses	442,309	104,341	337,968		125,210	20,869
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	18,641	63,020	(44,379)		75,624	12,604
Bad debt - Tenant Rents	41,961	63,624	(21,663)		76,348	12,724
Interest Expense	60,348	152,727	(92,380)		183,272	30,545
Total Operating Expenses	<u>\$ 4,521,543</u>	<u>\$ 4,211,891</u>	<u>\$ 309,652</u>		<u>\$ 5,085,181</u>	<u>\$ 873,290</u>
Net Income (Loss)	<u>\$ 630,675</u>	<u>\$ 25,760</u>	<u>\$ 604,915</u>		<u>\$ -</u>	<u>\$ (25,760)</u>

Lansing Housing Commission  
Budget vs. Actual  
COC  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fee	\$ 895,503	\$ 367,500	\$ 528,003		\$ 441,000	\$ 73,500
Bookkeeping Fee	59,012	93,544	(34,533)		112,097	18,553
Other Revenue	188,176	245,120	(56,945)		282,144	37,024
Total Operating Revenue	\$ 1,142,690	\$ 706,164	\$ 436,526		\$ 835,241	\$ 129,077
Administrative Salaries	\$ 153,622	\$ 107,000	\$ 46,622		\$ 128,400	\$ 21,400
Auditing Fees	19,773	3,783	15,990		4,540	757
Employee Benefits Contributions - Administrativ	47,982	60,430	(12,448)		72,516	12,086
Office Expenses	20,067	5,760	14,307		6,912	1,152
Legal Expense	973	8,333	(7,360)		10,000	1,667
Travel	8,332	4,167	4,165		5,000	833
Other	17,879	1,003	16,876		1,203	200
Tenant Services - Other	564	-	564		-	-
Water	1,884	5,050	(3,166)		6,060	1,010
Electricity	8,316	25,000	(16,684)		30,000	5,000
Gas	1,517	4,167	(2,650)		5,000	833
Other Utilities Expense		6,307	(6,307)		7,568	1,261
Ordinary Maintenance and Operations - Materia	3,788	10,050	(6,262)		12,060	2,010
Ordinary Maintenance and Operations - Contrac	12,586	14,503	(1,917)		17,404	2,901
Protective Services - Other Contract Costs	237	2,279	(2,042)		2,735	456
Property Insurance	1,368	12,913	(11,545)		15,496	2,583
Liability Insurance	1,118	1,075	43		1,290	215
Workers Compensation	564	3,180	(2,616)		3,816	636
All Other Insurance	12,429	299	12,130		359	60
Other General Expenses	64,006	370,735	(306,729)		444,882	74,147
Compensated Absences	-	-	-		-	-
Interest Expense	11,045	50,000	(38,955)		60,000	10,000
Total Operating Expenses	\$ 388,052	\$ 696,034	\$ (307,982)		\$ 835,241	\$ 139,207
Net Income (Loss)	\$ 754,638	\$ 10,130	\$ 744,508		\$ -	\$ (10,130)

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
	\$ 8,529,460	\$ 8,678,655	\$ (149,195)		\$ 10,414,386	\$ 1,735,731
HUD PHA Operating Grants						
Other Revenue	48,799	20,833	27,966		25,000	4,167
Fraud Recovery	4,934	10,000	(5,066)		12,000	2,000
Total Operating Revenue	<u>\$ 8,583,192</u>	<u>\$ 8,709,488</u>	<u>\$ (126,296)</u>		<u>\$ 10,451,386</u>	<u>\$ 1,741,898</u>
Administrative Salaries	\$ 190,605	\$ 235,079	\$ (44,474)		\$ 284,595	\$ 49,516
Auditing Fees	104,709	15,133	89,576		18,160	3,027
Management Fee	158,769	138,123	20,646		165,748	27,625
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrativ	61,614	119,892	(58,278)		145,142	25,250
Office Expenses	120,133	6,500	113,633		7,800	1,300
Legal Expense	-	9,167	(9,167)		11,000	1,833
Travel	2,630	500	2,130		600	100
Other	20,417	31,917	(11,500)		38,300	6,383
Tenant Services - Other	-	-	-		-	-
Water	-	1,417	(1,417)		1,700	283
Electricity	817	18,833	(18,016)		22,600	3,767
Gas	20	4,167	(4,147)		5,000	833
Other Utilities Expense	-	333	(333)		400	67
Ordinary Maintenance and Operations - Contrac	21,057	-	21,057		-	-
Protective services - Other Contract Costs	362	-	362		-	-
Property Insurance	313	-	313		-	-
Liability Insurance	12,915	12,306	609		14,767	2,461
Workers Compensation	3,006	6,270	(3,264)		7,524	1,254
Other General Expenses	24,284	67,142	(42,858)		80,570	13,428
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	7,456,110	7,988,040	(531,930)		9,585,648	1,597,608
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 8,177,761</u>	<u>\$ 8,654,819</u>	<u>\$ (477,058)</u>		<u>\$ 10,389,554</u>	<u>\$ 1,734,735</u>
Net Income (Loss)	<u>\$ 405,431</u>	<u>\$ 54,669</u>	<u>\$ 350,762</u>		<u>\$ 61,832</u>	<u>\$ 7,163</u>

Lansing Housing Commission  
Budget vs. Actual  
Shelter Plus Care  
For the Period Ending April 30, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 287,167	\$ 286,655	\$ 512		\$ 343,986	\$ 57,331
Total Operating Revenue	\$ 287,167	\$ 286,655	\$ 512		\$ 343,986	\$ 57,331
Administrative Salaries	\$ 12,349	\$ -	\$ 12,349		\$ -	-
Auditing Fees	-	-	-		-	-
Management Fee	-	-	-		-	-
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrative	-	-	-		-	-
Office Expenses	-	-	-		-	-
Legal Expense	-	-	-		-	-
Travel	-	-	-		-	-
Other	-	-	-		-	-
Tenant Services - Other	-	-	-		-	-
Water	-	-	-		-	-
Electricity	-	-	-		-	-
Gas	-	-	-		-	-
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Contract	-	-	-		-	-
Protective services - Other Contract Costs	-	-	-		-	-
Property Insurance	-	-	-		-	-
Liability Insurance	-	-	-		-	-
Workers Compensation	-	-	-		-	-
Other General Expenses	-	-	-		-	-
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	261,807	286,655	(24,849)		343,986	57,331
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	\$ 274,155	\$ 286,655	\$ (12,500)		\$ 343,986	\$ 57,331
Net Income (Loss)	\$ 13,012	\$ -	\$ 13,012		\$ -	\$ -



**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for April 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111101 General Fund Checking	(228.00)	(228.00)
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	37,199.72	2,061,120.04
1010-0000-112200 Accounts Receivable	5,104.36	11,119.01
1010-0000-112201 Allowance for Doubtful Accounts	152.66	(341.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	233.62
1010-5005-115700 Intercompany	(58,134.78)	(1,422,747.85)
1010-0000-116201 Investments Savings	-	126,427.70
1010-0000-121100 Prepaid Insurance	(3,957.51)	15,462.03
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	138,474.97	905,378.90
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	1,496.16	396,890.22
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	(52,041.85)	(8,599,125.44)
1010-1010-148100 Accumulated Depreciation-Build	(2,939.00)	(55,037.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
<b>TOTAL ASSETS</b>	<b>65,126.73</b>	<b>4,449,169.94</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211100 Accounts Payable	9,941.47	(481.04)
1010-0000-211400 Tenant Security Deposits	1,567.00	19,862.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	142.00	142.00
1010-0000-211999 Tenant Refunds	3,344.00	6,467.44
1010-0000-213500 Accrued Comp Absences - Curr	-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes	-	16,071.62
1010-0000-214000 Accrued Comp Absences - non curr	-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC	(2,197.98)	477,685.70
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
<b>TOTAL LIABILITIES</b>	<b>12,796.49</b>	<b>1,040,202.34</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C		2,433,904.00
1010-0000-280500 Unrestricted Net Assets		443,085.50
1010-0000-282000 Income and Expense Clearing	52,330.24	(21.79)
1010-1010-282000 Income and Expense Clearing		(19,356.80)
1010-3000-282000 Income and Expense Clearing		551,356.69
<b>TOTAL EQUITY</b>	<b>52,330.24</b>	<b>3,408,967.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>65,126.73</b>	<b>4,449,169.94</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for April 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111101 General Fund Checking	(187.57)	(1,125.42)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(70,102.58)	(391,967.29)
1020-0000-112200 Accounts Receivable	7,273.45	19,151.16
1020-0000-112201 Allowance for Doubtful Accounts	(10,189.00)	(10,189.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	233.62
1020-5005-115700 Intercompany	16,078.29	337,075.23
1020-0000-116201 Investments Savings	-	126,427.70
1020-0000-121100 Prepaid Insurance	(3,473.26)	13,524.53
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	-	550,973.12
1020-0000-146000 Dwelling Structures	-	13,258,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	(26,562.13)	(10,796,421.19)
1020-1020-148100 Accumulated Depreciation-Build	(4,904.00)	(81,785.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
<b>TOTAL ASSETS</b>	<b>(92,066.80)</b>	<b>4,445,056.07</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	115,195.00
	-	222,539.00
1020-0000-200300 Pension Liability	4,924.77	(2,838.30)
1020-0000-211400 Tenant Security Deposits	103.00	24,629.00
1020-0000-211999 Tenant Refunds	-	5,629.13
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes	-	10,610.76
1020-0000-214000 Accrued Comp Absences - non curr	-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC	(3,663.31)	797,745.46
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
<b>TOTAL LIABILITIES</b>	<b>1,364.46</b>	<b>1,228,765.14</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C		3,764,889.00
1020-0000-280500 Unrestricted Net Assets		(84,554.50)
1020-0000-282000 Income and Expense Clearing	(93,431.26)	(513,932.18)
1020-1020-282000 Income and Expense Clearing		(45,146.00)
1020-3000-282000 Income and Expense Clearing		95,034.61
<b>TOTAL EQUITY</b>	<b>(93,431.26)</b>	<b>3,216,290.93</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(92,066.80)</b>	<b>4,445,056.07</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for April 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(81,011.49)	325,737.96
1080-0000-112200 Accounts Receivable	6,547.35	8,716.10
1080-0000-112201 Allowance for Doubtful Accounts	292.00	-
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	(611.25)
1080-0000-114500 Accrued Interest Receivable	-	233.62
1080-5005-115700 Intercompany	37,018.87	671,346.70
1080-0000-116201 Investments Savings	-	126,427.70
1080-0000-121100 Prepaid Insurance	(4,612.59)	18,082.17
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	14,356.76
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	(21,243.91)	(9,613,612.70)
1080-1080-148100 Accumulated Depreciation-Build	(2,893.00)	(55,565.00)
1080-0000-150300 Deferred Outflow - MERS	-	40,017.00
<b>TOTAL ASSETS</b>	<b>(65,902.77)</b>	<b>4,948,253.55</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	2,783.02	(10,455.36)
1080-0000-211400 Tenant Security Deposits	(119.00)	29,627.00
1080-0000-211999 Tenant Refunds	774.00	3,677.38
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.58
1080-0000-213700 Payment in Lieu of Taxes	-	11,663.96
1080-0000-214000 Accrued Comp Absences - non curr	-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,163.90)	470,800.22
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
<b>TOTAL LIABILITIES</b>	<b>1,274.12</b>	<b>1,019,204.92</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C		4,031,104.00
1080-0000-280500 Unrestricted Net Assets		447,889.50
1080-0000-282000 Income and Expense Clearing	(67,176.89)	(680,050.36)
1080-1080-282000 Income and Expense Clearing		(26,635.00)
1080-3000-282000 Income and Expense Clearing		156,740.49
<b>TOTAL EQUITY</b>	<b>(67,176.89)</b>	<b>3,929,048.63</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(65,902.77)</b>	<b>4,948,253.55</b>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for April 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	(297.00)	(297.00)
1090-0000-111102 Cash-Security Deposits	-	18,649.00
1090-0000-111111 Chase Checking	(75,531.77)	292,805.34
1090-0000-112200 Accounts Receivable	(7,745.20)	12,911.63
1090-0000-112201 Allowance for Doubtful Accounts	9,237.33	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	233.62
1090-5005-115700 Intercompany	15,524.25	561,525.66
1090-0000-116201 Investments Savings	-	126,427.70
1090-0000-121100 Prepaid Insurance	(2,948.65)	11,426.30
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	7,900.00
1090-3000-144000 Construction in Progress	-	15,247.40
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	(18,810.02)	(8,201,379.61)
1090-1090-148100 Accumulated Depreciation-Build	(660.00)	(12,672.00)
1090-0000-150300 Deferred Outflow - MERS	-	36,884.00
<b>TOTAL ASSETS</b>	<b>(81,231.06)</b>	<b>4,002,682.31</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	9,920.27	503.53
1090-0000-211400 Tenant Security Deposits	75.00	16,732.00
1090-0000-211999 Tenant Refunds	(81.00)	10,291.49
1090-0000-213500 Accrued Comp Absences - Curr	-	11,786.61
1090-0000-213700 Payment in Lieu of Taxes	-	22,414.73
1090-0000-214000 Accrued Comp Absences - non curr	-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC	(494.12)	107,788.83
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
<b>TOTAL LIABILITIES</b>	<b>9,420.15</b>	<b>559,835.52</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C		3,083,846.00
1090-0000-280500 Unrestricted Net Assets		117,903.50
1090-0000-282000 Income and Expense Clearing	(90,651.21)	(78,482.73)
1090-1090-282000 Income and Expense Clearing		(6,072.00)
1090-3000-282000 Income and Expense Clearing		325,652.02
<b>TOTAL EQUITY</b>	<b>(90,651.21)</b>	<b>3,442,846.79</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(81,231.06)</b>	<b>4,002,682.31</b>



**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for April 2016**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(60,349.79)	21,510.66
5005-0000-111111 Chase Checking	10,528.86	(21,134.54)
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	(2,176.26)
5005-1010-115700 Intercompany	58,134.78	1,422,747.85
5005-1020-115700 Intercompany	(16,078.29)	(337,075.23)
5005-1030-115700 Intercompany	6,045.14	-
5005-1060-115700 Intercompany	402.00	-
5005-1080-115700 Intercompany	(37,018.87)	(671,346.70)
5005-1090-115700 Intercompany	(15,524.25)	(561,525.66)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	101,455.42	(319,176.12)
5005-8002-115700 Intercompany	(37,195.72)	876,396.23
5005-8003-115700 Intercompany	-	-
5005-8004-115700 Intercompany	(65,425.11)	(57,241.84)
5005-8005-115700 Intercompany	30,477.33	4,079.80
5005-8010-115700 Intercompany	482.00	65,808.24
5005-8020-115700 Intercompany	(4,573.66)	(73,024.41)
5005-8021-115700 Intercompany	6,396.71	109,898.75
5005-9101-115700 Intercompany	-	48,758.62
5005-0000-121100 Prepaid Insurance	(1,723.99)	4,400.90
5005-0000-140000 Land	-	190,000.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	(9,112.04)	(755,703.75)
5005-0000-150101 Other Assets	-	-
5005-0000-150102 Investment in OG	-	191,518.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
<b>TOTAL ASSETS</b>	<b>(33,079.48)</b>	<b>2,201,876.52</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	(4,574.27)	(98.04)
5005-0000-211704 Health Insurance W/H	284.81	(3,611.20)
5005-0000-212000 Accrued Payroll	-	3,717.25
5005-0000-213500 Accrued Comp Absences - Curr	-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr	-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport	(3,930.61)	483,764.00
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b>(8,220.07)</b>	<b>851,725.14</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C		262,161.00
5005-0000-280500 Unrestricted Net Assets		322,679.00
5005-0000-282000 Income and Expense Clearing	(24,859.41)	992,768.86
5005-3000-282000 Income and Expense Clearing		(227,457.48)
<b>TOTAL EQUITY</b>	<b>(24,859.41)</b>	<b>1,350,151.38</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(33,079.48)</b>	<b>2,201,876.52</b>

Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for April 2016

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	3,113.44	89,755.73
8002-0000-111111 Chase Checking	(39,262.30)	1,708,400.47
8001-5005-115700 Intercompany	(101,455.42)	319,176.12
8002-5005-115700 Intercompany	37,195.72	(876,396.23)
8004-5005-115700 Intercompany	65,425.11	57,241.84
8001-0000-121100 Prepaid Insurance	(1,274.59)	5,098.17
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,070.02)
8002-0000-148100 Accumulated Depreciation-Build	(68.42)	(684.20)
8001-0000-150300 Deferred Outflow - MERS	-	38,100.00
<b>TOTAL ASSETS</b>	<b>(36,326.46)</b>	<b>1,342,217.88</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	15,353.00	19,809.54
8002-8002-211100 Accounts Payable	-	2,527.92
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
<b>TOTAL LIABILITIES</b>	<b>15,353.00</b>	<b>632,504.20</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(114,969.57)	148,057.44
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	63,290.11	19,923,598.42
8002-8002-282000 Income and Expense Clearing	-	(19,353,621.79)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<b>(51,679.46)</b>	<b>709,713.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(36,326.46)</b>	<b>1,342,217.88</b>

Lansing Housing Commission  
Shelter Plus Care  
Balance Sheet for April 2016

	Period Amount	Balance
<b>ASSETS</b>		
8021-0000-111111 Chase Checking	(25,988.26)	59,858.96
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	4,573.66	73,024.41
8021-5005-115700 Intercompany	(6,396.71)	(109,898.75)
<b>TOTAL ASSETS</b>	<b>(27,811.31)</b>	<b>22,984.62</b>
<b>LIABILITIES</b>		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	3,995.46
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>9,972.07</b>
<b>EQUITY</b>		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	4,573.66	(6,832.20)
8021-0000-282000 Income and Expense Clearing	(32,384.97)	614,566.26
8021-8021-282000 Income and Expense Clearing	-	(554,198.51)
<b>TOTAL EQUITY</b>	<b>(27,811.31)</b>	<b>13,012.55</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(27,811.31)</b>	<b>22,984.62</b>



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May 25, 2016

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**April 2016 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Jennifer Burnette  
HCV Coordinator

### **Family Self Sufficiency:**

There are 21 participants. LHC has four (4) applicants and is meeting with them to initiate contracts effective June 1, 2016 to bring our total program participation to 25. Additional outreach is continuing by sending documents with all monthly annual recertification's as well as making documents available for walk-in participants. This will continue until we meet our goal of 38 total participants.

### **HCV Orientations:**

LHC had one (1) orientation during the month of April and issued 13 vouchers.

### **Waiting List:**

The waiting list is closed. The remaining 100 applicants were pulled from the waiting list on February 15, 2016. The HCV waiting list is opening May 25<sup>th</sup> during Lansing's Community Connect Event. It will remain open until June 1<sup>st</sup> and a lottery selection will be done for a random selection of 450 applicants. We will pull and begin to process the first 100 immediately.

### **Department Initiatives:**

During this reporting period, the Housing Choice Voucher department activities continue as follows:

There are 136 active participants in the HUD VASH Program. Eight (8) Veterans are currently searching for housing and 128 Veterans are housed. Three (3) referrals were







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

### Voucher Utilization

March Voucher Program Total Units	1700
March Traditional HCV Utilization	1439
March % Utilized Units	85%

April Voucher Program Total Units	1700
April Traditional HCV Utilization	1437
April % Utilized Units	85%

### Voucher Disbursement

HUD March HAP Disbursement	\$777,615
LHC March HAP/UAP Disbursement	\$738,975
% Voucher Funding Utilization	95%

HUD April HAP Disbursement	\$789,990
LHC April HAP/UAP Disbursement	\$766,192
% Voucher Funding Utilization	97%

Based on HUD's standard LHC's Voucher utilization is Optimized.

### 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 of a possible 15 as it does have written policy.

### Waiting List

PIC Scoring	Internal Scoring
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N/A	15
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#### 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. During the month of April, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

##### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if at the time of admission and reexamination 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. Based on the internal review, LHC has 20 points out of 20 are self-scored as zero (0) file reviews were conducted for the month of April. LHC is required to complete 26 file reports over the course of the fiscal year Therefore, LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2016.

##### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 1/1/16. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, 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
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N/A	5
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#### **Indicator 5- HQS Quality Control Inspections**

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of 44 conducted so far this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

##### **Quality Control Inspections**

PIC Scoring	Internal Scoring
N/A	5

#### **Indicator 6- HQS Enforcement**

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely 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 (4) four 24 hour deficiencies and (21) twenty-one 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
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N/A	5
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#### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standards 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.

2016 FMR's were approved by the Board to take effect 3/1/16.

#### Payment Standards

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of April the reporting rate is 95%. 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
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5	5
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#### 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 97%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

##### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency





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As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 23 slots/households or (61%) 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 (8) of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	8

Currently 35% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of Eight (8) points.

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

\*Please note all PIC data is of 4/30/16







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May 25, 2016

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### SUBJECT:

**April 2016 Asset Management Monthly Report**

### CONTACT PERSON:

Patricia Baines-Lake  
Executive Director

### OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% (not including the modernization units) at the end of April. LHC has 95.0% occupancy including the units that are in Modernization. LHC Unit Months Leased ("UML") was 784 or 95% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of April. There were seven (7) move in's and two (2) residents moved out. Fifteen (15) applicants are approved and ready to move in when vacant units become available. The UML was 197 which equal a 98% UML occupancy rate.

**Hildebrandt Park occupancy** was 95% at the end of April. With the five (5) kitchens and bath units in MOD status the occupancy rate is at 98%. Three (3) residents moved out and three (3) new residents moved in during the month of April. All vacated units at Hildebrandt Park will be turned over to Metro Development, and included in the modernization count. The waitlist households will fill the vacant units at Forest/Hoyt and scattered sites. Hildebrandt Park continues to pull names from the waiting list in order to create a pool of applicants prepared to move-in. The UML was 210 which equals a 95% UML occupancy rate.





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**LaRoy Froh occupancy** was 93% at the end of April. With the four (4) units that have long term water issues and one (1) fire unit LaRoy Froh occupancy is at 95%. No (0) new residents moved in and one (1) resident moved out. Six (6) applicants have been given unit offers to move when the unit is completed. These six (6) units will be rented by 5-31-16. The UML was 202 which equal a 95% UML rate.

**South Washington Park occupancy** was 92% at the end of April. Seven (7) residents moved out and One (1) new household moved in. This development experienced a homicide resulting in negative publicity and resident concerns. In addition, LHC continues to work with Lansing Police Department to identify criminal activity and evict violators. Both of these activities had a negative effect on resident retention and lease up. The seven (7) move outs consisted of 5 lease violations (nonpayment of rent) and the remaining two (2) gave notice to vacate. A new move in orientation was held, and six (6) unit offers were issued. Applicants have until 5-16-16 to accept and submit security deposits. If all six (6) accept, they will move in before 5-30-16. The waitlist closed on 5-8-16. SWP received 120 applications, and pulled 50 applicants to start the intake process. The approved applicants will be able to move-in to the current and future vacancies. The UML was 182 which equal a 92% UML rate.

## OCCUPANCY

Site	Total Number of Units	Total Occupied Units	UML Occupied 1st day of month	Gross Occupancy	UML Rate	Move Ins	Move Outs	Transfer Units
Mt Vernon	202	198	197	98%	98%	7	2	0
Hildebrandt	220	210	210	95%	95%	3	3	0
LaRoy Froh	213	197	197	92%	92%	0	1	0
S. Washington	198	182	182	92%	92%	1	7	0
<b>Totals</b>	<b>833</b>	<b>785</b>	<b>784</b>	<b>94%</b>	<b>95%</b>	<b>11</b>	<b>13</b>	<b>0</b>

## WORK ORDER OVERVIEW

Work orders are a major concern. Unless there has been a recent city inspection, REAC inspection or 100% inspection by LHC the open work order status should never exceed 50 per AMP. In analyzing the open work orders, it appears there are duplicates in the system along with other issues. However, the volume of open outstanding work







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orders will be addressed by all Senior Maintenance staff working Saturday June 4, 11, and 18<sup>th</sup>. Prior to June 4th managers will review all open work orders ensure parts are in stock to complete every open work order and to address any irregularities such as duplicate work orders for the same task. LHC will re-train staff to edit, close out, and review open work orders to eliminate duplicate work orders instead of current practice of creating a new one.

### **COLLECTIONS:**

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
<b>Mt. Vernon</b>	<b>202</b>	\$ 36,563.00	\$ 3,822.00	\$ 32,741.00	90%
<b>Hildebrandt</b>	<b>220</b>	\$ 35,581.00	\$ 6,041.00	\$ 29,540.00	83%
<b>LaRoy Froh</b>	<b>213</b>	\$ 35,952.00	\$ 4,509.00	\$ 31,443.00	87%
<b>South Washington</b>	<b>198</b>	\$ 31,003.00	\$ 3,310.00	\$ 27,693.00	89%
<b>Totals</b>	<b>833</b>	<b>\$139,099.00</b>	<b>\$ 17,682.00</b>	<b>\$ 121,417.00</b>	<b>87%</b>

### **Mt. Vernon Vacant Unit Status:**

Unit	Make ready or lease ready	Projected or actual Lease up date	Security Deposit received	Comments on reason for length of status
3350 Waverly	Make Ready	05/05/16	Yes	Vacant since 03/01/16
3232 Waverly	Make Ready	06/30/16	No	Vacant Since 04/30/16- Offer was made 05/11/16
3520 Waverly	Make Ready	05/20/16	Yes	Vacant since 03/11/16 Needs all cast iron plumbing replaced
506 Chestnut	Make Ready	05/31/16	No	Vacant Since 03/11/16 Unit Transfer declined unit made new offer to wait list applicant 05/11/16





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**Hildebrandt Park Vacant Unit Status:**

Unit	Make ready or lease ready	Projected or actual Lease up date	Security Deposit received	Comments on reason for length of status
3202- D Turner	Make ready		Yes	Kitchen and Bath Unit Vacant 2-25-16
3214-A Turner	Make Ready		No	Kitchen and Bath Unit vacant 3-29-16
3118-D Turner	Make Ready		No	Kitchen and Bath Unit Vacant 2-28-16
315 Hylewood	MOD status requested to be submitted			
319 Hylewood				
3126-C Turner	Make Ready	6-1-16	No	Kitchen and Bath Unit Vacant 4-18-16
636 Hayford	Lease Ready	4-10-16	No	Vacant 2-17-16 sent unit offer has until 5-16-16 to accept and pay
3130-B Turner	Make Ready		No	Kitchen and Bath Unit vacant 3-29-16
2157 Forest	Make ready			Vacant 4-22-16 Going through applications to seek an approved person to make an offer
1920 Hoyt	Make ready			Vacant 4-4-16 Going through applications to seek an approved person to make an offer





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**LaRoy Froh Vacant Unit Status:**

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42615	MOLD UNIT		N	MOD Status Request to be submitted
45022	MOLD UNIT		N	MOD Status Request to be submitted
45018	MOLD UNIT		N	MOD Status Request to be submitted
56519	FIRE UNIT		N	MOD status for fire rehab
151109	Make Ready		N	Vacant date of 11/19/15. Staff is now working to turn in house.
5314	Make Ready	5/15/16	N	
116042	Make Ready	5/1/16	Y	Vacant date of 1/20/16. Staff is now working to turn in house.
116038	Ready	5/12/16	Y	
82511	Make Ready		N	Will be turned over to contractor week of 5/15. Vacant date of 2/18/16.
72368	Make Ready	5/22/16	N	
72332	Make Ready	5/22/16	Y	
5400	Make Ready	5/15/16	Y	
154730	Make Ready			Will be turned over to contract week of 5/15. Vacant date of 4-1-16.
72314	Make Ready			Will be turned over to contract week of 5/15. Vacant date of 4-4-16.
84106	Make Ready			Will be turned over to contract week of 5/15. Vacant date of 4-6-16.







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116215	Make Ready			Will be turned over to contract week of 5/15. Vacant date of 4-22-16.
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**South Washington Park Vacant Unit Status:**

Unit	Make ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10313	Ready	5/20/16	N	Done vacant date, 1-29-16 offer sent has until 5-16-16
10435	Ready	5/20/16	N	Done vacant 2-16-16 offer sent has until 5-16-16
10505	Ready	5/20/16	N	Done vacant date 2-23-16 offer sent has until 5-16-16
10531	Ready	5/20/16	N	Done vacant date 3-9-16 offer sent has until 5-16-16
53619	Make Ready	5/30/16	N	Done vacant date 3-16-16
10430	Ready	5/20/16	N	Done vacant date 3-21-16 offer sent has until 5-16-16
10228	Ready	5/20/16	N	Done vacant date 3-28-16 offer sent has until 5-16-16
10514	Ready	5/20/16	N	Done vacant date 3-28-16 offer sent has until 5-16-16
10220	Ready	5/30/16	N	Done vacant date 4-1-16 working on apps to make approved offer
10309	Ready	5/30/16	N	Done vacant date 4-1-16





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				working on apps to make approved offer
10522	Make Ready	5/30/16	N	Done vacant date 4-6-16 working on apps to make approved offer
10504	Ready	5/15/16	N	Done vacant date 4-8-16 working on apps to make approved offer
10515	Ready	5/15/16	N	Done vacant date 4-8-16 working on apps to make approved offer
10312	Make Ready	5/30/16	N	Final punch list vacant date 4-12-16
10205	Make Ready	6-15-16	N	Needs to start rehab vacant date 4-21-16
10203	Make Ready	6-15-16	N	In rehab vacant date 4-25-16





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May 25, 2016

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry Street  
Lansing Michigan 48933

### **SUBJECT:**

**April 2016 Modernization Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

This report provides an overview of the April modernization activities for LHC properties.

A draft Memorandum of Understanding was submitted to Mr. Howard Hipes, Apprenticeship & Training Coordinator MI BAC Training Center for review and consideration by him and his Board of Directors. Under this MOU LHC would provide materials and MI BAC trainees would provide the labor to complete flat cement work and tuck pointing, etc.

### **South Washington Park**

Hobbs & Black completed the redesign of the South Washington Park front door. We have decided to install a mag-lock to determine if it solves the problem before expending funds to replace the existing door.

### **Mt. Vernon-**

The contract for Mt. Vernon Kitchen and Bath remodel project is completed. All units have been released and occupied.

### **Hildebrandt-**

Kitchen and bath remodels continue as units on site are vacated. Gutter and Downspout replacement and Grading improvements are almost complete.





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**LaRoy Froh-**

The contractor is begun rehabbing the kitchens and baths with residents in place.



Recovery Plan Timetables, Deliverables and Assignments			
Objective	Responsible Entity	Status	
The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management.	LHC Board, Executive Director, PHM & PHA	The board has completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015.	
PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. - 2016 Audit, 2017 audit.	Executive Director - All Staff	The 2016 audit will be completed by March 31, 2017.	
PHA must maintain an occupancy rate of 96.0% - May 2016 Forward	Executive Director, Asset Management Director, PHM, PHA, Maintenance TEAM		
Increase Occupancy to 94% Feb 28, 2016,	Director of Asset Management, PHM & PHA	February's occupancy exceeds 94%. <b>This goal was achieved in February</b>	
Increase Occupancy to 94.5% March 30, 2016,	Director of Asset Management, PHM & PHA	March's occupancy rate exceeds 94.5%. <b>The goal was achieved in March</b>	



Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
Increase Occupancy to 95.0% April 30, 2016	Director of Asset Management, PHM & PHA	LHC's occupancy goal was negatively impacted by S. Washington Park and LaRoy Froh. South Washington experienced a number of move outs because of lease violations, and evictions related to illegal activity. When LaRoy Froh receives approval to put 5 units into Modernization status the overall goal of 95% will be achieved. This goal was achieved and exceeded at Mt. Vernon and Hildebrandt Park as a result <b>the 95% overall occupancy goal was achieved in April</b>
Increase Occupancy to 96.0% May 31, 2016,	Director of Asset Management, PHM & PHA	
Maintain Occupancy at 96.0% June 30, 2016.	Director of Asset Management, PHM & PHA	
Complete the 2015 Annual Certified Audit before March 31, 2016 Submission Deadline	Executive Director and Finance TEAM	2015 Annual Certified audit was submitted by the March 31, 2016 deadline. <b>This goal was achieved in March</b>

## Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The finance committee comprised of current Board members Ryan Robinson and Emma Koppleman-Helvey, and past member Ben Bakken will "specialize" in reviewing financial reports and providing feedback about the finances to the balance of the Board on a monthly basis commencing April 30, 2016.	Executive Director and Finance Team	The Board established Finance Team members are Emma Koppleman Helvey, Ryan Robinson and Ben Bakken. The first meeting under the Recovery Plan was held in February, 2016. The team will conduct monthly meetings. The 1st finance reports reviewed by the Finance Committee were provided at the February Board meeting reflecting January's financial information. The February report was provided at the March meeting. <b>This goal was achieved in March</b>
The Board, guided by the Finance Committee shall review the annual audit and track the correction of findings and management letter issues (if any). Completion no later than 6/30/2017	Executive Director and Finance Team	
Commission staff will provide updated financial policies and written procedures to HUD which will incorporate recommendations identified in the financial review conducted by the DEC by July 31, 2016 or 45 days after receipt.	Executive Director	
The 1st Policy and/or SOP will be submitted, for approval, to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval until all internal control policies are completed. March 2016-June 2017	Executive Director	Cash Receipts Site and Cash Receipts Central Office SOPs were completed by March 31, 2016. Revised or new Policies and SOPs will continue. No policies were submitted for May

## Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The Executive Director and financial management staff will receive training from Dickey May and (outside finance team). HUD Assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Casterline and Asher. March 2016-June 30, 2017	Finance Staff	1. Sonya Morrison attended a PHA Finance and Accounting class - March 2016. 2. Sonya Morrison received Emphasys Finance training in April 2016
HUD assistance will be and has been requested for Finance and Accounting training, policies and procedures.	Executive Director and Finance Staff	LHC's request was submitted in 2015. HUD field Office requested assistance as well
Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting.	Executive Director and Finance Team	1. The 1st finance reports were provided at the February, 2016 Board Meeting reflecting January financial information. 2. The February Finance report was provided at the March, 2016 Board meeting. 3. The March Finance Report is included in the April 2016 meeting packet. 4. The April Finance Report was included in the May Board meeting packet. This goal is on target
The Commission shall provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, its year to date balance sheet, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs. April 2016	Executive Director and Finance TEAM	1. The January and February finance reports were submitted to HUD in the proscribed format. 2. The March Finance reports were e-mailed to HUD before April 30th. The April Finance reports will be e-mailed to HUD by May 31, 2016. <b>This goal is current and on target</b>

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May, 2016 Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July, 2016	Executive Director and Finance TEAM	Mr. May trained the staff on budget submission and preparation. In the May meeting the Board directed the Finance Committee to review the budget for submission to HUD after approval.
The monthly financial statements including a year-to-date budgeted to actual revenue, expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. April 2016	BDO, Executive Director and Finance Team	BDO prepared the Finance statements for the past three months. The finance Committee and Manager's received the April Reports on the 1st business date after May 15, 2016. <b>This goal is achieved for April and on target going forward.</b>
The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016	Executive Director, BDO and Finance TEAM	Bank reconciliations were completed in conjunction with the Board Finance Report Preparation. <b>This goal is on target and achieved.</b>
Unaudited financials must be submitted no later than 2 months after the Commission's fiscal year end August 31, 2016	Executive Director, BDO and Finance TEAM	
Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017	Executive Director, BDO and Finance TEAM	
The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016	Executive Director and Finance TEAM	

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Housing Commission shall effectively create, execute, and maintain plans, policies, and written financial procedures, that provide efficient internal controls process as corroborated in annual independent audit 3/31/17.	Executive Director, BDO and Finance TEAM	
The 3/31/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer are affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017	Executive Director, BDO and Finance TEAM	
LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.	Executive Director, BDO and Finance TEAM	

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
LHC shall increase reserves by managing expenditures more closely, seeking cost savings by partnering with outside resources and utilizing community funding resources (i.e. Board of Water and Light Energy Savings 15 - 16 on-going), Consumer's energy savings (2015-16 on-going), appliance and furnace replacements, joint venturing with training programs to provide reduced cost labor (6/30/2016 - Brick and Concrete Union), and increasing occupancy to 96%.	Executive Director & Finance TEAM	LHC has established partnerships with local utility providers which will have a positive impact on the AMP operating costs. Lansing Board of Water & Light has installed energy saving features including LED lights, water restriction devices and appliances across the portfolio at no cost to LHC. Consumer's Power is tuning up furnaces and providing assistance with energy efficient furnaces, and continues to install LED lights
The Executive Director will provide the board an organizational structure with position descriptions and performance criteria that provides for project based budgeting, project based accounting, project based management and a project based performance matrix. June 30, 2016	Edward Forrest	
LHC will ensure performance evaluations are conducted for each employee in accordance with LHC policy. (Annually -Year 2016 by 6-30-2016, 2017 by 6-30-17 ... On-going)	Edward Forrest	1. 100% of staff received performance evaluations during the 2016 fiscal year. 2. On-going annual performance evaluations are on target for fiscal year 2017.
Long-term standard performer or higher for all PHAS indicators - June 30, 2016, June 30, 2017 etc.	Executive Director, All Staff	

# RENTAL ASSISTANCE DEMONSTRATION (RAD)

## TOOLKIT #1: WHY RAD? A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

### WHAT IS RAD & WHY IS IT NEEDED?

The Rental Assistance Demonstration (RAD) is a **voluntary program** of the Department of Housing and Urban Development (HUD). RAD seeks to **preserve public housing** by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to properties.

Public housing units across the country need more than \$26 billion in repairs. HUD refers to these repair costs as **capital needs**. Congress has not provided enough funding for PHAs to keep up with capital needs. As a result, PHAs have had to make tough choices between things like repairing roofs and replacing plumbing—or worse, demolishing public housing. RAD provides PHAs a way to **rehabilitate**, or repair, units without depending on additional money from Congress.



HUD Assistant Secretary Sandra Henriquez touring a property proposed for RAD in Cleveland, OH

### HOW DOES A RAD CONVERSION WORK?

RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building:

#### RAD TOOLKITS FOR RESIDENTS

This series of toolkits will better inform public housing residents about RAD and help them engage with PHAs throughout the RAD application and conversion process. All toolkits are posted on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Residents' tab. **Toolkit #1: Why RAD? A Rental Assistance Demonstration (RAD) Overview** provides a summary of the program with a focus on elements that affect residents.

- **Section 8 project-based voucher (PBV); or**
- **Section 8 project-based rental assistance (PBRA).**

PBV and PBRA contracts are 15- or 20-years long and are more stable funding sources.

This shift will make it easier for PHAs to borrow money and use **low income housing tax credits (LIHTCs)** as well as other forms of financing. These private sources of additional money will enable PHAs to make improvements essential for preserving public housing.

As a voluntary, limited demonstration program, less than 60,000 public housing units can be selected for RAD. PHAs must submit applications to convert some or all of their public housing assistance to PBV or PBRA contracts through RAD by September 30, 2015.

### WILL A RAD CONVERSION AFFECT MY HOUSING ASSISTANCE?

You will **not lose your housing assistance** and you will **not be rescreened** because of a RAD conversion.

Even though a RAD property can use private money to make big repairs, it will still receive money from HUD. With this subsidy from HUD, PHAs will manage RAD properties through either the PBV or PBRA programs. RAD requires that converted



properties be owned or controlled by a public or nonprofit entity.

## WILL A RAD CONVERSION AFFECT MY RENT?

If your building or development is converted to PBV or PBRA, your rent contribution will most likely be the same as it was under public housing—generally no more than 30% of your household's adjusted gross income.

Since the project-based Section 8 programs also set resident rents at 30% of adjusted income, **most residents will not have rent increases** as a result of a RAD conversion.

However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on your PHA's policy.

## HOW CAN RESIDENTS BE INVOLVED IN THE RAD PROCESS?

HUD encourages residents and their PHAs to work together during the RAD application and conversion process.

Before PHAs can apply to participate in RAD, HUD requires them to:

- Notify all residents in a development proposed



Roundtable conversation with Fresno Housing Authority residents about a RAD conversion

### DEFINITIONS

- **Capital Needs** - Costs of repairs and replacements beyond ordinary maintenance required to make the housing decent and economically sustainable.
- **Housing Choice Voucher (HCV)** - Rental vouchers that let people choose their own housing in the private rental market.
- **Low Income Housing Tax Credits (LIHTC)** (**pronounced lie-tec**) - LIHTCs provide the private market with an incentive to invest in affordable rental housing by offering a credit for an investor's Federal taxes.
- **Project-based Vouchers (PBV)** - Rental vouchers that are attached to a specific number of units in a building. The voucher stays with the unit even after a tenant moves out. This program is often operated by PHAs.
- **Project-based Rental Assistance (PBRA)** - Like in PBV, in this program rental vouchers are tied to a specific building. This program is often operated by private owners.
- **Rehabilitation (or Rehab)** - The repairs needed to restore a unit or property to good condition.

for RAD conversion about their plans; and

- Conduct at least two meetings with those residents.

These meetings are an opportunity for you to **discuss the proposed conversion plans with your PHA, ask questions, express concerns, and provide comments**. The PHA is required to submit your comments and its response to them as part of the RAD application.

Once HUD selects the PHA and property to participate in RAD, the PHA must have at least one additional meeting with all residents of the property before HUD approves the final conversion. This is another opportunity for you to provide comments about the conversion plan.

## WILL A RAD CONVERSION REQUIRE A CHANGE TO THE PHA PLAN?

HUD considers a RAD conversion to be a "Significant Amendment" to the PHA Plan. Once a PHA is selected to participate, the PHA will have to



comply with the resident and public notice, consultation, and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your **Resident Advisory Board (RAB) will also be consulted** and have an opportunity to make recommendations.

## WHEN CAN A PHA START THE RAD CONVERSION PROCESS?

After notifying residents as outlined above, PHAs can apply to HUD to convert assistance under RAD. Some PHAs have already begun this process. The application period will remain open until the 60,000-unit conversion cap is reached, or September 30, 2015, whichever is sooner.

## WILL I HAVE TO MOVE IF MY HOME OR BUILDING IS REHABBED?

Most needed repairs made as part of RAD are likely to be small and you will be able to stay in your home during construction.

However, some apartments and buildings will require more extensive rehab. In these cases, you will be temporarily relocated as provided by the Uniform Relocation Act (URA). You will have the **right to return** to your development once construction is completed. Generally, temporary relocation should not last longer than 12 months.

In a few cases, your current housing may be too old or deteriorated and past the point where it can be effectively rehabilitated, requiring that it be demolished and replaced. In these instances, you will be provided temporary relocation and you will have the right to return to the replacement housing that is constructed.

### Before RAD



Properties are typically not funded at 100% in Public Housing



In Public Housing, PHAs cannot borrow money to perform necessary repairs



The funding fails to keep up with the deteriorating living conditions of residents



Residents cannot choose to move without losing housing assistance

### After RAD



Properties are placed on a more stable Section 8 funding platform



PHAs and owners can more easily borrow money and perform rehabilitation work



The living conditions of residents are improved



Residents may receive a tenant-based voucher, or similar assistance, and move after 1 year in PBV and 2 years in PBRA



If you do not want to wait for replacement housing, the PHA may offer you comparable housing in another public housing property or a **Housing Choice Voucher (HCV)** to enable you to move to other available private housing.

Whether you are asked to move temporarily due to rehab work or to move permanently to new replacement housing, the PHA will help you find the best possible option for you and cover your moving expenses.



Civic Park in Salisbury, NC will be converting assistance through RAD

## WILL RAD INCREASE MY ABILITY TO CHOOSE WHERE I LIVE?

In addition to improved, better quality housing, you will have **greater choice in where to live** through the RAD "choice-mobility option." If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV).

Under the PBV program, this option will be



### RAD RESOURCES

For more information, please refer to the *HUD Revised Rental Assistance Demonstration Notice PIH 2012-32, Rev 1* issued July 2013 available on RAD's website at [www.hud.gov/rad](http://www.hud.gov/rad), under the 'Program Information' tab.

available after living in a RAD property for one year; under the PBRA program, you may request a HCV after living in a RAD property for two years.

## WILL RAD AFFECT RESIDENT RIGHTS & PARTICIPATION?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion. RAD **keeps many of the resident processes and rights** available under public housing, such as the ability to request a grievance process and the timelines for termination notification.

Whether HUD begins funding a development through PBV or PBRA, residents will have a **right to organize** and resident organizations will continue to **receive resident participation funds**, up to \$25 per occupied unit according to their PHA's current policy.

## WILL I STILL BE ABLE TO PARTICIPATE IN SELF-SUFFICIENCY PROGRAMS?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all of the current program funding is used.

You will also still be able to participate in the Family Self-sufficiency (FSS) program. If your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program. The rules in both programs are very similar.

If your property converts assistance to PBRA, you may continue your participation in the FSS program until your current contract of participation ends.



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

**LHC Board  
Sign-In Sheet  
Date of Meeting: May 25, 2016**

Name	Organization	Phone #	E-mail
Kim Shirey	LHC	487-0242	kims@lanshc.org
Lisa Persons	LHC	487-9687	LISA@lanshc.org
Marcus Hardy	LHC	862-0855	marcush@lanshc.org
Victoria LaDuka	LHC	604-1102	victoria.l@lanshc.org
Bobby Joyce	LHC	517 703 3483	Bobby.Joyce@ymail.com
Janeell			
Kris Whipple			
Ed Forrest			
Dixey Mae			
Eric Lacey	State J		

