



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

Agenda
Lansing Housing Commission
November 18, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of October 28, 2015
3. Action Items:
Resolution 1238-Approval to use Utility Allowance per 2015 Nelrod Utility Study
4. Informational Items
 - a. Accounting/Audit Update Patricia Baines-Lake
 - b. Housing Choice Voucher Report – Jennifer Burnette
 - i. Asset Management Report - Janel McLeod
 - ii. Mt. Vernon & Scattered Sites AMP 102 Kris Whipple
 - iii. Hildebrandt & Scattered Sites AMP 103 Rhonda Pagel
 - iv. LaRoy Froh & Scattered Sites AMP 111 Lisa Parsons
 - v. South Washington & Scattered Sites AMP 112 Janell McLeod
 - vi. Modernization Report Patricia Baines-Lake
5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment.





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**Minutes of the October 28, 2015
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners, Baltimore, Joyce, Koppelman-Helvey Deschaine and Robinson

GUESTS: None

STAFF: Patricia Baines-Lake Lisa Parsons
Kim Shirey Kris Whipple
Janell McLeod

Commissioner Koppelman-Helvey moved and Commissioner Deschaine 2nd a motion to approve the minutes of the September 30, 2015 Board Meeting. **The Motion was approved by all members present.**

There were no Action Items

Written Informational Reports were provided as follows:

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

Kevin Laviano – HUD Recovery TEAM lead emailed a dashboard reflecting LHC's occupancy status as recorded in PIC which was reviewed and discussed.

Chairperson Baltimore thanked the staff for their work to increase occupancy.

There being no other business, Commissioner Baltimore adjourned the meeting at 6:45 p.m.





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

December 2, 2015

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowances per the 2015 Nelrod Utility Study. - Resolution No. 1238.

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to approve the recommended changes to the LHC utility allowances for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2015 Nelrod utility study for all Housing Choice Voucher Calculations.

BACKGROUND

Per **24CFR982.517** a PHA-established utility allowance schedule is used in determining family share and PHA subsidy. The PHA must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole, and current utility rates.

The utility allowance must include utilities and services, necessary in the locality, to provide housing that complies with housing quality standards. Costs for telephone,



cable/satellite television, and internet services are not included in the utility allowance schedule.

In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; cost of tenant-supplied refrigerator; cost of tenant-supplied range; and other specified housing services.

See attached 2016 Utility Schedules effective January 1, 2016.

FINANCIAL CONSIDERATIONS

If Utility allowances are not analyzed and adjusted annually LHC could charge HCV participants too little or too much for rents and HUD may subsidize households too little or too much either or which could result in an inappropriate use of federal funds and require repayments.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, the Board has the fiduciary responsibility to approve LHC actions as required by the U. S. Department of Housing & Urban Development. This action is in accordance with this 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. 1238

ADOPTED BY THE LANSING HOUSING COMMISSION

December 2, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to approve the 2016 Utility Allowances for the Housing Choice Voucher Program as attached.



Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1238

Date Adopted: 12/02/2015



Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Lansing Housing Commission		Unit Type: Detached House/Mobile Home					Date (mm/dd/yyyy) 1/1/14																													
Utility or Service		Monthly Dollar Allowances																																		
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR																												
Heating	a. Natural Gas	\$33.00	\$39.00	\$45.00	\$51.00	\$57.00	\$63.00	\$68.00																												
	b. Bottle Gas/Propane																																			
	c. Electric	\$74.00	\$87.00	\$102.00	\$117.00	\$132.00	\$147.00	\$159.00																												
	d. Electric Heat Pump	\$40.00	\$47.00	\$55.00	\$63.00	\$71.00	\$79.00	\$86.00																												
	e. Oil / Other																																			
Cooking	a. Natural Gas	\$3.00	\$3.00	\$3.00	\$5.00	\$5.00	\$6.00	\$7.00																												
	b. Bottle Gas/Propane																																			
	c. Electric	\$9.00	\$10.00	\$13.00	\$15.00	\$18.00	\$20.00	\$22.00																												
Other Electric (Lights & Appliances)		\$42.00	\$49.00	\$65.00	\$80.00	\$95.00	\$111.00	\$121.00																												
Air Conditioning		\$4.00	\$5.00	\$7.00	\$10.00	\$13.00	\$15.00	\$16.00																												
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$14.00	\$17.00	\$18.00	\$20.00																												
	b. Bottle Gas/Propane																																			
	c. Electric	\$21.00	\$24.00	\$35.00	\$44.00	\$51.00	\$56.00	\$61.00																												
	d. Oil / Other																																			
Water		\$26.00	\$28.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00																												
Sewer		\$39.00	\$40.00	\$52.00	\$63.00	\$75.00	\$87.00	\$95.00																												
Trash Collection		\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00																												
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00																												
Other-- specify:	Monthly Electric Fee \$9.74	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00																												
	Monthly Gas Fee \$11.86	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00																												
Actual Family Allowances		<table border="1"> <thead> <tr> <th>Utility or Service</th> <th>per month cost</th> </tr> </thead> <tbody> <tr><td>Heating</td><td>\$</td></tr> <tr><td>Cooking</td><td>\$</td></tr> <tr><td>Other Electric</td><td>\$</td></tr> <tr><td>Air Conditioning</td><td>\$</td></tr> <tr><td>Water Heating</td><td>\$</td></tr> <tr><td>Water</td><td>\$</td></tr> <tr><td>Sewer</td><td>\$</td></tr> <tr><td>Trash Collection</td><td>\$</td></tr> <tr><td>Range / Microwave</td><td>\$</td></tr> <tr><td>Refrigerator</td><td>\$</td></tr> <tr><td>Other</td><td>\$</td></tr> <tr><td>Other</td><td>\$</td></tr> <tr><td>Total</td><td>\$</td></tr> </tbody> </table>							Utility or Service	per month cost	Heating	\$	Cooking	\$	Other Electric	\$	Air Conditioning	\$	Water Heating	\$	Water	\$	Sewer	\$	Trash Collection	\$	Range / Microwave	\$	Refrigerator	\$	Other	\$	Other	\$	Total	\$
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Total	\$																																			
To be used by the family to compute allowance. Complete below for the actual unit rented.																																				
Name of Family																																				
Address of Unit																																				
Number of Bedrooms																																				



Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Lansing Housing Commission		Unit Type: Row House/Townhouse & Semi-Detached/Duplex					Date (mm/dd/yyyy) 1/1/16	
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	\$28.00	\$33.00	\$38.00	\$43.00	\$49.00	\$53.00	\$58.00
	b. Bottle Gas/Propane							
	c. Electric	\$45.00	\$52.00	\$69.00	\$85.00	\$102.00	\$119.00	\$128.00
	d. Electric Heat Pump	\$24.00	\$28.00	\$37.00	\$46.00	\$55.00	\$64.00	\$69.00
	e. Oil / Other							
Cooking	a. Natural Gas	\$3.00	\$3.00	\$3.00	\$5.00	\$5.00	\$6.00	\$7.00
	b. Bottle Gas/Propane							
	c. Electric	\$9.00	\$10.00	\$13.00	\$15.00	\$18.00	\$20.00	\$22.00
Other Electric (Lights & Appliances)		\$34.00	\$40.00	\$54.00	\$69.00	\$84.00	\$99.00	\$107.00
Air Conditioning		\$4.00	\$5.00	\$7.00	\$8.00	\$10.00	\$11.00	\$12.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$14.00	\$17.00	\$18.00	\$20.00
	b. Bottle Gas/Propane							
	c. Electric	\$21.00	\$24.00	\$35.00	\$44.00	\$51.00	\$56.00	\$61.00
	d. Oil / Other							
Water		\$26.00	\$26.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00
Sewer		\$39.00	\$40.00	\$52.00	\$63.00	\$75.00	\$87.00	\$95.00
Trash Collection		\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$9.74	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	Monthly Gas Fee \$11.96	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family _____ Address of Unit _____ Number of Bedrooms _____		Heating		\$				
		Cooking		\$				
		Other Electric		\$				
		Air Conditioning		\$				
		Water Heating		\$				
		Water		\$				
		Sewer		\$				
		Trash Collection		\$				
		Range / Microwave		\$				
		Refrigerator		\$				
Other		\$						
Other		\$						
Total		\$						



The Nelrod Company 08/2015 Update

form HUD-62667 (09/14)
ref. Handbook 7420.8

Allowances for Tenant Furnished Utilities and other Services

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Lansing Housing Commission		Unit Type: High-Rise/Apartment					Date (mm/dd/yyyy): 1/1/16	
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$35.00	\$38.00
	b. Bottle Gas/Propane							
	c. Electric	\$31.00	\$36.00	\$50.00	\$63.00	\$76.00	\$90.00	\$97.00
	d. Electric Heat Pump	\$17.00	\$20.00	\$27.00	\$34.00	\$41.00	\$48.00	\$52.00
	e. Oil / Other							
Cooking	a. Natural Gas	\$3.00	\$3.00	\$3.00	\$5.00	\$5.00	\$6.00	\$7.00
	b. Bottle Gas/Propane							
	c. Electric	\$9.00	\$10.00	\$13.00	\$15.00	\$18.00	\$20.00	\$22.00
Other Electric (Lights & Appliances)		\$29.00	\$34.00	\$45.00	\$56.00	\$67.00	\$78.00	\$84.00
Air Conditioning		\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00	\$11.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$14.00	\$17.00	\$18.00	\$20.00
	b. Bottle Gas/Propane							
	c. Electric	\$21.00	\$24.00	\$35.00	\$44.00	\$51.00	\$56.00	\$61.00
	d. Oil / Other							
Water		\$26.00	\$26.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00
Sewer		\$39.00	\$40.00	\$52.00	\$63.00	\$75.00	\$87.00	\$95.00
Trash Collection		\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$9.74	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	Monthly Gas Fee \$11.96	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service		per month cost				
Name of Family Address of Unit Number of Bedrooms		Heating		\$				
		Cooking		\$				
		Other Electric		\$				
		Air Conditioning		\$				
		Water Heating		\$				
		Water		\$				
		Sewer		\$				
		Trash Collection		\$				
		Range / Microwave		\$				
		Refrigerator		\$				
Other		\$						
Other		\$						
Total		\$						



The Nelrod Company 08/2015 Update

form HUD-52667 (09/14)
ref. Handbook 7420.8



LANSING HOUSING COMMISSION

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

<u>Operating Revenue</u>	Total Amount	8001 HCV General Administratio	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administratio	8021 SPC Operations
*** No SubType ***							
330001 Fraud Recovery Funds R	277.74	0.00	277.74	0.00	0.00	0.00	0.00
330010 Fraud Recovery	2,612.92	1,306.46	1,306.46	0.00	0.00	0.00	0.00
330011 Administrative Fees	11,901.66	0.00	(277.74)	0.00	12,179.40	0.00	0.00
340000 Operating Subsidy	252,868.82	0.00	0.00	0.00	102,434.94	0.00	150,433.88
341000 Project Based Section 8	2,257,230.00	0.00	2,257,230.00	0.00	0.00	0.00	0.00
341500 Section 8 Income - Admi	283,419.85	273,961.00	0.00	0.00	0.00	0.00	9,458.85
369000 Other Income	(163.01)	(170.51)	7.50	0.00	0.00	0.00	0.00
Total *** No SubType ***	\$ 2,808,147.98	\$ 275,096.95	\$ 2,258,543.96	\$ 0.00	\$ 114,614.34	\$ 0.00	\$ 159,892.73
Total Operating Revenue	\$ 2,808,147.98	\$ 275,096.95	\$ 2,258,543.96	\$ 0.00	\$ 114,614.34	\$ 0.00	\$ 159,892.73

<u>Operating Expense</u>	Total Amount	8001 HCV General Administratio	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administratio	8021 SPC Operations
*** No SubType ***							
411000 Administrative Salaries	50,616.60	47,919.80	0.00	0.00	0.00	2,696.80	0.00
414000 Staff Training	2,554.42	2,554.42	0.00	0.00	0.00	0.00	0.00
415000 Travel	1,311.16	1,311.16	0.00	0.00	0.00	0.00	0.00
419001 Professional Services Co	25,033.63	5,969.61	0.00	0.00	19,064.02	0.00	0.00
419002 Administrative Services (9,118.34	9,117.34	1.00	0.00	0.00	0.00	0.00
419004 Telephone	1,045.59	1,045.59	0.00	0.00	0.00	0.00	0.00
419006 Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
419008 Membership Dues & Fee	55.00	55.00	0.00	0.00	0.00	0.00	0.00
419010 Postage	2,599.51	2,599.51	0.00	0.00	0.00	0.00	0.00
419012 Collection Fees & Court	42.00	42.00	0.00	0.00	0.00	0.00	0.00
419014 Office Supplies	1,193.75	1,193.75	0.00	0.00	0.00	0.00	0.00
419022 Computer Maintenance	9,391.83	9,391.83	0.00	0.00	0.00	0.00	0.00
419030 Outside Printing	287.37	287.37	0.00	0.00	0.00	0.00	0.00
419040 Classified Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
419042 Office Rent	10,500.00	10,500.00	0.00	0.00	0.00	0.00	0.00
419044 Automotive Fuel and Ma	370.38	370.38	0.00	0.00	0.00	0.00	0.00

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

<u>Operating Expense</u>	<u>Total Amount</u>	<u>8001 HCV General Administration</u>	<u>8002 HCV Operations</u>	<u>8004 VASH Operations</u>	<u>8010 Permanent Supportive</u>	<u>8020 SPC General Administration</u>	<u>8021 SPC Operations</u>
419050 Inspections	3,979.52	3,979.52	0.00	0.00	0.00	0.00	0.00
419103 HCV Program Expense	59,791.13	59,791.13	0.00	0.00	0.00	0.00	0.00
432000 Electricity	816.70	816.70	0.00	0.00	0.00	0.00	0.00
433000 Gas	20.11	20.11	0.00	0.00	0.00	0.00	0.00
443010 Maint. Contracts - Janitor	513.80	513.80	0.00	0.00	0.00	0.00	0.00
448000 Protective Services-Contr	261.00	261.00	0.00	0.00	0.00	0.00	0.00
451001 Insurance - Property	312.50	312.50	0.00	0.00	0.00	0.00	0.00
451002 Insurance - Liability	3,992.69	3,992.69	0.00	0.00	0.00	0.00	0.00
451003 Insurance - Workers Corr	1,099.01	1,099.01	0.00	0.00	0.00	0.00	0.00
454000 Employee Benefits - Adm	21,356.51	21,356.51	0.00	0.00	0.00	0.00	0.00
454100 Employee Benefits - Mai	0.00	0.00	0.00	0.00	0.00	0.00	0.00
454200 Employer FICA - Admin	3,706.30	3,472.72	0.00	0.00	0.00	233.58	0.00
471500 HAP	2,526,623.16	0.00	2,103,472.89	142,253.02	199,593.96	0.00	81,303.29
471600 Administrative Fees	10.00	0.00	0.00	0.00	10.00	0.00	0.00
480000 Depreciation-Buildings	205.26	0.00	205.26	0.00	0.00	0.00	0.00
Total *** No SubType ***	\$ 2,736,807.27	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Total Operating Expenses before Asset Mgt Fees	\$ 2,736,807.27	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Asset Management Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 2,736,807.27	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Net Income from Operations excluding Asset Mgt Fees	\$ 71,340.71	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44
Net Income / (Loss) from Operations	\$ 71,340.71	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44
Total Net Income / (Loss)	\$ 71,340.71	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44



LANSING HOUSING COMMISSION

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

<u>Operating Revenue</u>	Total Amount	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park
*** No SubType ***							
311000 Dwelling Rental	375,668.08	93,640.28	91,625.50	0.00	0.00	87,747.00	102,655.30
312000 Excess Utilities	2,380.00	30.00	160.00	0.00	0.00	60.00	2,130.00
330010 Fraud Recovery	33.33	0.00	33.33	0.00	0.00	0.00	0.00
340000 Operating Subsidy	781,734.00	154,275.00	172,938.00	0.00	0.00	238,266.00	216,255.00
340100 HUD PHA Grants (soft c	69,449.82	17,630.24	19,802.21	0.00	0.00	16,008.69	16,008.68
340200 HUD PHA Grants (hard c	49,872.71	14,116.11	33,771.60	0.00	0.00	1,985.00	0.00
369000 Other Income	21,013.58	5,324.39	6,820.09	0.00	0.00	6,944.35	1,924.75
369001 Late Charges	12,251.97	2,851.97	3,750.00	0.00	0.00	2,925.00	2,725.00
369002 Maintenance Charges	8,666.75	3,118.75	982.00	0.00	0.00	1,267.00	3,299.00
369003 Court Costs	8,472.50	2,080.00	3,569.50	0.00	0.00	524.00	2,299.00
Total *** No SubType ***	\$ 1,329,542.74	\$ 293,066.74	\$ 333,452.23	\$ 0.00	\$ 0.00	\$ 355,727.04	\$ 347,296.73
Total Operating Revenue	\$ 1,329,542.74	\$ 293,066.74	\$ 333,452.23	\$ 0.00	\$ 0.00	\$ 355,727.04	\$ 347,296.73

<u>Operating Expense</u>	Total Amount	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park
*** No SubType ***							
411000 Administrative Salaries	52,204.10	19,432.45	10,904.11	0.00	0.00	11,985.53	9,882.01
413000 Legal	16,683.18	2,872.21	4,077.49	0.00	0.00	3,977.36	5,756.12
414000 Staff Training	2,200.66	883.90	83.90	0.00	0.00	1,148.96	83.90
415000 Travel	1,289.86	0.00	245.02	0.00	0.00	823.31	221.53
417000 Accounting & Auditing	1,492.50	373.13	373.13	0.00	0.00	373.11	373.13
419001 Professional Services Cor	107,894.61	37,063.50	28,370.37	0.00	0.00	22,926.19	19,534.55
419002 Administrative Services (16,086.06	221.10	4,714.26	0.00	0.00	4,950.67	6,200.03
419004 Telephone	4,960.61	933.71	1,567.70	0.00	0.00	1,100.54	1,358.66
419008 Membership Dues & Fee	249.80	0.00	249.80	0.00	0.00	0.00	0.00
419010 Postage	3,777.55	865.37	762.98	0.00	0.00	267.06	1,882.14
419012 Collection Fees & Court	315.35	428.04	(6.99)	0.00	0.00	(153.16)	47.46
419014 Office Supplies	24,306.41	21,646.29	560.43	0.00	0.00	1,690.99	408.70
419020 Bank Fees	25.00	25.00	0.00	0.00	0.00	0.00	0.00

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

<u>Operating Expense</u>	Total Amount	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park
419022 Computer Maintenance	4,604.92	1,151.23	1,151.23	0.00	0.00	1,151.22	1,151.24
419030 Outside Printing	2,793.72	424.48	0.00	0.00	0.00	0.00	2,369.24
419032 Software	1,020.00	244.80	265.20	0.00	0.00	265.20	244.80
419038 Office Furn. & Equip - N	174.29	0.00	0.00	0.00	0.00	174.29	0.00
419040 Classified Advertising	370.80	0.00	370.80	0.00	0.00	0.00	0.00
419044 Automotive Fuel and Ma	2,490.33	343.43	661.66	0.00	0.00	889.56	595.68
419050 Inspections	6,260.00	3,500.00	1,200.00	0.00	0.00	1,560.00	0.00
419101 Property Mgt. Fee Expen:	110,203.00	25,728.00	29,722.00	0.00	0.00	28,421.00	26,332.00
419102 Bookkeeping Fee Expen:	17,800.50	4,156.00	4,801.00	0.00	0.00	4,591.00	4,252.50
422000 Recreation/Other Service	6,390.25	1,738.79	1,727.79	0.00	0.00	1,360.12	1,563.55
423000 Contracts	303.03	303.03	0.00	0.00	0.00	0.00	0.00
431000 Water	27,537.76	11,728.00	6,224.93	0.00	0.00	4,278.99	5,305.84
432000 Electricity	39,702.44	5,108.83	4,392.56	0.00	0.00	7,675.08	22,525.97
433000 Gas	13,138.83	5,484.01	1,259.89	0.00	0.00	3,521.26	2,873.67
434000 Sewer	42,996.19	8,917.88	8,956.45	0.00	0.00	8,696.62	16,425.24
435000 Recycling	(4,025.45)	(3,783.34)	(318.11)	0.00	0.00	0.00	76.00
441000 Maintenance Labor	120,511.54	22,339.57	27,409.59	0.00	0.00	28,857.53	41,904.85
442000 Maintenance Materials	79,892.52	25,195.99	21,318.77	0.00	0.00	15,626.31	17,751.45
443000 Maintenance Contracts	685.16	0.00	78.00	0.00	0.00	(500.00)	1,107.16
443001 Maint. contracts - Garbag	18,179.17	4,549.55	4,522.15	0.00	0.00	4,916.59	4,190.88
443002 Maint. Contracts - Heatin	7,565.00	0.00	2,550.00	0.00	0.00	1,190.00	3,825.00
443003 Maint. Contracts - Snow	517.00	0.00	0.00	0.00	0.00	368.00	149.00
443004 Maint. Contracts - Elevat	3,223.98	0.00	0.00	0.00	0.00	0.00	3,223.98
443005 Maint. Contracts - Lands	21,493.00	6,575.00	5,079.00	0.00	0.00	7,288.50	2,550.50
443006 Maint. Contracts - Unit T	29,333.58	16,131.00	1,678.53	0.00	0.00	1,816.51	9,707.54
443007 Maint. Contracts - Electri	2,417.91	190.00	329.91	0.00	0.00	1,898.00	0.00
443008 Maint. Contracts - Plumb	8,017.00	4,284.00	1,003.00	0.00	0.00	2,124.00	606.00
443009 Maint. Contracts - Extern	4,842.78	435.60	1,812.60	0.00	0.00	2,158.98	435.60
443010 Maint. Contracts - Janitor	485.00	485.00	0.00	0.00	0.00	0.00	0.00
443011 Maint. Contracts - Routir	2,513.41	840.00	1,604.41	0.00	0.00	69.00	0.00
443012 Maint. Contracts - Misc.	7,792.93	185.13	104.10	0.00	0.00	104.13	7,399.57
443200 Repairs & maintenance	238.50	58.50	0.00	0.00	0.00	180.00	0.00
448000 Protective Services-Contr	3,095.00	1,027.06	614.44	0.00	0.00	1,173.50	280.00
451000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451001 Insurance - Property	31,787.46	7,635.56	9,259.42	0.00	0.00	9,985.11	4,907.37
451002 Insurance - Liability	13,378.79	3,397.09	2,816.72	0.00	0.00	3,493.82	3,671.16
451003 Insurance - Workers Corr	5,120.43	1,762.02	915.93	0.00	0.00	1,221.24	1,221.24
451004 Insurance - Other	2,210.64	552.66	552.66	0.00	0.00	552.66	552.66
452000 Payment in Lieu of Taxes	(114.00)	0.00	75.00	0.00	0.00	0.00	(189.00)
454000 Employee Benefits - Adn	25,510.94	7,480.24	6,327.81	0.00	0.00	2,509.54	9,193.35
454100 Employee Benefits - Mai	54,689.16	13,310.96	9,445.77	0.00	0.00	16,818.02	15,114.41

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

<u>Operating Expense</u>	<u>Total Amount</u>	<u>1010 Mt. Vernon Park</u>	<u>1020 Hildebrandt Park</u>	<u>1030 Mt Vernon Scattered</u>	<u>1060 inactive - LaRoy Froh</u>	<u>1080 LaRoy Froh Townhomes</u>	<u>1090 South Washington Park</u>
454200 Employer FICA - Admin	3,838.61	1,406.18	805.70	0.00	0.00	901.38	725.35
454300 Employer FICA - Maint.	7,338.70	1,608.42	1,512.15	0.00	0.00	2,081.21	2,136.92
457000 Collection Write Off	(893.00)	0.00	(603.00)	0.00	0.00	0.00	(290.00)
480000 Depreciation-Buildings	312,040.74	83,928.19	94,398.39	2,893.37	0.00	72,410.73	58,410.06
600600 Interest Expense - PNC	13,019.46	3,359.02	5,598.38	0.00	0.00	3,306.94	755.12
Total *** No SubType ***	\$ 1,281,977.71	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13
Total Operating Expenses before Asset Mgt Fees	\$ 1,281,977.71	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13
Asset Management Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 1,281,977.71	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13
Net Income from Operations excluding Asset Mgt Fees	\$ 47,565.03	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60
Net Income / (Loss) from Operations	\$ 47,565.03	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60
Total Net Income / (Loss)	\$ 47,565.03	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60



LANSING HOUSING COMMISSION

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 1A

<u>Operating Revenue</u>	Total Amount	0000 General Operations	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park	5005 Central Office Cost Center
*** No SubType ***									
311000 Dwelling Rental	375,668.08	0.00	93,640.28	91,625.50	0.00	0.00	87,747.00	102,655.30	0.00
312000 Excess Utilities	2,380.00	0.00	30.00	160.00	0.00	0.00	60.00	2,130.00	0.00
330001 Fraud Recovery Funds R	277.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330010 Fraud Recovery	2,646.25	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00
330011 Administrative Fees	11,901.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340000 Operating Subsidy	1,034,602.82	0.00	154,275.00	172,938.00	0.00	0.00	238,266.00	216,255.00	0.00
340100 HUD PHA Grants (soft c	440,839.50	0.00	17,630.24	19,802.21	0.00	0.00	16,008.69	16,008.68	371,389.68
340200 HUD PHA Grants (hard c	49,872.71	0.00	14,116.11	33,771.60	0.00	0.00	1,985.00	0.00	0.00
341000 Project Based Section 8	2,257,230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
341500 Section 8 Income - Admi	283,419.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
343001 Property Management Fe	110,203.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,203.00
343002 Bookkeeping Fees	17,800.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,800.50
343003 HCV Program Mangemen	54,574.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,574.00
369000 Other Income	49,391.39	0.00	5,324.39	6,820.09	0.00	0.00	6,944.35	1,924.75	28,540.82
369001 Late Charges	12,251.97	0.00	2,851.97	3,750.00	0.00	0.00	2,925.00	2,725.00	0.00
369002 Maintenance Charges	8,666.75	0.00	3,118.75	982.00	0.00	0.00	1,267.00	3,299.00	0.00
369003 Court Costs	8,472.50	0.00	2,080.00	3,569.50	0.00	0.00	524.00	2,299.00	0.00
Total *** No SubType ***	\$ 4,720,198.72	\$ 0.00	\$ 293,066.74	\$ 333,452.23	\$ 0.00	\$ 0.00	\$ 355,727.04	\$ 347,296.73	\$ 582,508.00
Total Operating Revenue	\$ 4,720,198.72	\$ 0.00	\$ 293,066.74	\$ 333,452.23	\$ 0.00	\$ 0.00	\$ 355,727.04	\$ 347,296.73	\$ 582,508.00
<u>Operating Expense</u>	Total Amount	0000 General Operations	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park	5005 Central Office Cost Center
*** No SubType ***									
411000 Administrative Salaries	132,159.66	0.00	19,432.45	10,904.11	0.00	0.00	11,985.53	9,882.01	29,338.96
413000 Legal	16,806.93	0.00	2,872.21	4,077.49	0.00	0.00	3,977.36	5,756.12	123.75
414000 Staff Training	5,090.12	0.00	883.90	83.90	0.00	0.00	1,148.96	83.90	335.04
415000 Travel	4,645.48	0.00	0.00	245.02	0.00	0.00	823.31	221.53	2,044.46

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 2A

<u>Operating Expense</u>	Total Amount	0000 General Operations	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park	5005 Central Office Cost Center
417000 Accounting & Auditing	0.00	0.00	373.13	373.13	0.00	0.00	373.11	373.13	(1,492.50)
419000 Sundry	5,106.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,106.00
419001 Professional Services Con	151,138.67	0.00	37,063.50	28,370.37	0.00	0.00	22,926.19	19,534.55	18,210.43
419002 Administrative Services (25,488.30	0.00	221.10	4,714.26	0.00	0.00	4,950.67	6,200.03	283.90
419004 Telephone	6,582.79	0.00	933.71	1,567.70	0.00	0.00	1,100.54	1,358.66	576.59
419006 Publications	(185.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(185.40)
419008 Membership Dues & Fee	304.80	0.00	0.00	249.80	0.00	0.00	0.00	0.00	0.00
419010 Postage	7,630.81	0.00	865.37	762.98	0.00	0.00	267.06	1,882.14	1,253.75
419012 Collection Fees & Court	357.35	0.00	428.04	(6.99)	0.00	0.00	(153.16)	47.46	0.00
419014 Office Supplies	27,634.83	0.00	21,646.29	560.43	0.00	0.00	1,690.99	408.70	2,134.67
419020 Bank Fees	45.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	20.00
419022 Computer Maintenance	14,075.75	0.00	1,151.23	1,151.23	0.00	0.00	1,151.22	1,151.24	79.00
419030 Outside Printing	3,081.09	0.00	424.48	0.00	0.00	0.00	0.00	2,369.24	0.00
419032 Software	1,020.00	0.00	244.80	265.20	0.00	0.00	265.20	244.80	0.00
419038 Office Furn. & Equip - N	174.29	0.00	0.00	0.00	0.00	0.00	174.29	0.00	0.00
419040 Classified Advertising	370.80	0.00	0.00	370.80	0.00	0.00	0.00	0.00	0.00
419042 Office Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10,500.00)
419044 Automotive Fuel and Ma	2,880.58	0.00	343.43	661.66	0.00	0.00	889.56	595.68	19.87
419050 Inspections	12,121.12	0.00	3,500.00	1,200.00	0.00	0.00	1,560.00	0.00	1,881.60
419101 Property Mgt. Fee Expen	110,203.00	0.00	25,728.00	29,722.00	0.00	0.00	28,421.00	26,332.00	0.00
419102 Bookkeeping Fee Expens	17,800.50	0.00	4,156.00	4,801.00	0.00	0.00	4,591.00	4,252.50	0.00
419103 HCV Program Expense	59,791.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422000 Recreation/Other Service	6,954.39	0.00	1,738.79	1,727.79	0.00	0.00	1,360.12	1,563.55	564.14
423000 Contracts	303.03	0.00	303.03	0.00	0.00	0.00	0.00	0.00	0.00
431000 Water	27,677.66	0.00	11,728.00	6,224.93	0.00	0.00	4,278.99	5,305.84	139.90
432000 Electricity	41,688.26	0.00	5,108.83	4,392.56	0.00	0.00	7,675.08	22,525.97	1,169.12
433000 Gas	13,205.34	0.00	5,484.01	1,259.89	0.00	0.00	3,521.26	2,873.67	46.40
434000 Sewer	43,393.10	0.00	8,917.88	8,956.45	0.00	0.00	8,696.62	16,425.24	396.91
435000 Recycling	(4,025.45)	0.00	(3,783.34)	(318.11)	0.00	0.00	0.00	76.00	0.00
441000 Maintenance Labor	120,511.54	0.00	22,339.57	27,409.59	0.00	0.00	28,857.53	41,904.85	0.00
442000 Maintenance Materials	81,784.90	0.00	25,195.99	21,318.77	0.00	0.00	15,626.31	17,751.45	1,892.38
443000 Maintenance Contracts	1,185.16	0.00	0.00	78.00	0.00	0.00	(500.00)	1,107.16	500.00
443001 Maint. contracts - Garbag	18,484.05	0.00	4,549.55	4,522.15	0.00	0.00	4,916.59	4,190.88	304.88
443002 Maint. Contracts - Heatin	7,565.00	0.00	0.00	2,550.00	0.00	0.00	1,190.00	3,825.00	0.00
443003 Maint. Contracts - Snow	517.00	0.00	0.00	0.00	0.00	0.00	368.00	149.00	0.00
443004 Maint. Contracts - Elevat	3,223.98	0.00	0.00	0.00	0.00	0.00	0.00	3,223.98	0.00
443005 Maint. Contracts - Lands	23,708.00	0.00	6,575.00	5,079.00	0.00	0.00	7,288.50	2,550.50	2,215.00
443006 Maint. Contracts - Unit T	29,333.58	0.00	16,131.00	1,678.53	0.00	0.00	1,816.51	9,707.54	0.00
443007 Maint. Contracts - Electri	2,417.91	0.00	190.00	329.91	0.00	0.00	1,898.00	0.00	0.00
443008 Maint. Contracts - Plumb	8,017.00	0.00	4,284.00	1,003.00	0.00	0.00	2,124.00	606.00	0.00

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 3A

<u>Operating Expense</u>	Total Amount	0000 General Operations	1010 Mt. Vernon Park	1020 Hildebrandt Park	1030 Mt Vernon Scattered	1060 inactive - LaRoy Froh	1080 LaRoy Froh Townhomes	1090 South Washington Park	5005 Central Office Cost Center
443009 Maint. Contracts - Extern	4,991.05	0.00	435.60	1,812.60	0.00	0.00	2,158.98	435.60	148.27
443010 Maint. Contracts - Janitor	1,219.00	0.00	485.00	0.00	0.00	0.00	0.00	0.00	220.20
443011 Maint. Contracts - Routir	2,513.41	0.00	840.00	1,604.41	0.00	0.00	69.00	0.00	0.00
443012 Maint. Contracts - Misc.	7,810.93	0.00	185.13	104.10	0.00	0.00	104.13	7,399.57	18.00
443200 Repairs & maintenance	413.50	0.00	58.50	0.00	0.00	0.00	180.00	0.00	175.00
448000 Protective Services-Conti	3,617.00	0.00	1,027.06	614.44	0.00	0.00	1,173.50	280.00	261.00
451000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451001 Insurance - Property	32,969.09	0.00	7,635.56	9,259.42	0.00	0.00	9,985.11	4,907.37	869.13
451002 Insurance - Liability	17,699.40	0.00	3,397.09	2,816.72	0.00	0.00	3,493.82	3,671.16	327.92
451003 Insurance - Workers Corr	6,331.20	0.00	1,762.02	915.93	0.00	0.00	1,221.24	1,221.24	111.76
451004 Insurance - Other	6,074.55	0.00	552.66	552.66	0.00	0.00	552.66	552.66	3,863.91
452000 Payment in Lieu of Taxes	(114.00)	0.00	0.00	75.00	0.00	0.00	0.00	(189.00)	0.00
454000 Employee Benefits - Adn	56,379.87	0.00	7,480.24	6,327.81	0.00	0.00	2,509.54	9,193.35	9,512.42
454100 Employee Benefits - Mai	55,341.83	0.00	13,310.96	9,445.77	0.00	0.00	16,818.02	15,114.41	652.67
454200 Employer FICA - Admin	9,751.89	0.00	1,406.18	805.70	0.00	0.00	901.38	725.35	2,206.98
454300 Employer FICA - Maint.	7,338.70	0.00	1,608.42	1,512.15	0.00	0.00	2,081.21	2,136.92	0.00
457000 Collection Write Off	(893.00)	0.00	0.00	(603.00)	0.00	0.00	0.00	(290.00)	0.00
471500 HAP	2,526,623.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471600 Administrative Fees	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480000 Depreciation-Buildings	339,582.12	0.00	83,928.19	94,398.39	2,893.37	0.00	72,410.73	58,410.06	27,336.12
600600 Interest Expense - PNC	13,019.46	0.00	3,359.02	5,598.38	0.00	0.00	3,306.94	755.12	0.00
600700 Interest Expense - Daven	5,619.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,619.83
Total *** No SubType ***	\$ 4,126,567.04	\$ 0.00	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13	\$ 107,782.06
Total Operating Expenses before Asset Mgt Fees	\$ 4,126,567.04	\$ 0.00	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13	\$ 107,782.06
Asset Management Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 4,126,567.04	\$ 0.00	\$ 356,526.58	\$ 311,527.03	\$ 2,893.37	\$ 0.00	\$ 292,226.60	\$ 318,804.13	\$ 107,782.06
Net Income from Operations excluding Asset Mgt Fees	\$ 593,631.68	\$ 0.00	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60	\$ 474,725.94
Net Income / (Loss) from Operations	\$ 593,631.68	\$ 0.00	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60	\$ 474,725.94
Total Net Income / (Loss)	\$ 593,631.68	\$ 0.00	\$ (63,459.84)	\$ 21,925.20	\$ (2,893.37)	\$ 0.00	\$ 63,500.44	\$ 28,492.60	\$ 474,725.94

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 1B

Operating Revenue

	8001 HCV General Administratio	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administratio	8021 SPC Operations
*** No SubType ***						
311000 Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.00
312000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00
330001 Fraud Recovery Funds R	0.00	277.74	0.00	0.00	0.00	0.00
330010 Fraud Recovery	1,306.46	1,306.46	0.00	0.00	0.00	0.00
330011 Administrative Fees	0.00	(277.74)	0.00	12,179.40	0.00	0.00
340000 Operating Subsidy	0.00	0.00	0.00	102,434.94	0.00	150,433.88
340100 HUD PHA Grants (soft c	0.00	0.00	0.00	0.00	0.00	0.00
340200 HUD PHA Grants (hard c	0.00	0.00	0.00	0.00	0.00	0.00
341000 Project Based Section 8	0.00	2,257,230.00	0.00	0.00	0.00	0.00
341500 Section 8 Income - Admi	273,961.00	0.00	0.00	0.00	0.00	9,458.85
343001 Property Management Fe	0.00	0.00	0.00	0.00	0.00	0.00
343002 Bookkeeping Fees	0.00	0.00	0.00	0.00	0.00	0.00
343003 HCV Program Mangeme	0.00	0.00	0.00	0.00	0.00	0.00
369000 Other Income	(170.51)	7.50	0.00	0.00	0.00	0.00
369001 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00
369002 Maintenance Charges	0.00	0.00	0.00	0.00	0.00	0.00
369003 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total *** No SubType ***	\$ 275,096.95	\$ 2,258,543.96	\$ 0.00	\$ 114,614.34	\$ 0.00	\$ 159,892.73

Total Operating Revenue

\$ 275,096.95	\$ 2,258,543.96	\$ 0.00	\$ 114,614.34	\$ 0.00	\$ 159,892.73
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Operating Expense

	8001 HCV General Administratio	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administratio	8021 SPC Operations
*** No SubType ***						
411000 Administrative Salaries	47,919.80	0.00	0.00	0.00	2,696.80	0.00
413000 Legal	0.00	0.00	0.00	0.00	0.00	0.00
414000 Staff Training	2,554.42	0.00	0.00	0.00	0.00	0.00
415000 Travel	1,311.16	0.00	0.00	0.00	0.00	0.00
417000 Accounting & Auditing	0.00	0.00	0.00	0.00	0.00	0.00
419000 Sundry	0.00	0.00	0.00	0.00	0.00	0.00
419001 Professional Services Co	5,969.61	0.00	0.00	19,064.02	0.00	0.00
419002 Administrative Services (9,117.34	1.00	0.00	0.00	0.00	0.00
419004 Telephone	1,045.59	0.00	0.00	0.00	0.00	0.00
419006 Publications	0.00	0.00	0.00	0.00	0.00	0.00

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 2B

Operating Expense

	8001 HCV General Administration	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administration	8021 SPC Operations
419008 Membership Dues & Fee	55.00	0.00	0.00	0.00	0.00	0.00
419010 Postage	2,599.51	0.00	0.00	0.00	0.00	0.00
419012 Collection Fees & Court	42.00	0.00	0.00	0.00	0.00	0.00
419014 Office Supplies	1,193.75	0.00	0.00	0.00	0.00	0.00
419020 Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00
419022 Computer Maintenance	9,391.83	0.00	0.00	0.00	0.00	0.00
419030 Outside Printing	287.37	0.00	0.00	0.00	0.00	0.00
419032 Software	0.00	0.00	0.00	0.00	0.00	0.00
419038 Office Furn. & Equip - N	0.00	0.00	0.00	0.00	0.00	0.00
419040 Classified Advertising	0.00	0.00	0.00	0.00	0.00	0.00
419042 Office Rent	10,500.00	0.00	0.00	0.00	0.00	0.00
419044 Automotive Fuel and Ma	370.38	0.00	0.00	0.00	0.00	0.00
419050 Inspections	3,979.52	0.00	0.00	0.00	0.00	0.00
419101 Property Mgt. Fee Expen	0.00	0.00	0.00	0.00	0.00	0.00
419102 Bookkeeping Fee Expens	0.00	0.00	0.00	0.00	0.00	0.00
419103 HCV Program Expense	59,791.13	0.00	0.00	0.00	0.00	0.00
422000 Recreation/Other Service	0.00	0.00	0.00	0.00	0.00	0.00
423000 Contracts	0.00	0.00	0.00	0.00	0.00	0.00
431000 Water	0.00	0.00	0.00	0.00	0.00	0.00
432000 Electricity	816.70	0.00	0.00	0.00	0.00	0.00
433000 Gas	20.11	0.00	0.00	0.00	0.00	0.00
434000 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
435000 Recycling	0.00	0.00	0.00	0.00	0.00	0.00
441000 Maintenance Labor	0.00	0.00	0.00	0.00	0.00	0.00
442000 Maintenance Materials	0.00	0.00	0.00	0.00	0.00	0.00
443000 Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
443001 Maint. contracts - Garbag	0.00	0.00	0.00	0.00	0.00	0.00
443002 Maint. Contracts - Heatin	0.00	0.00	0.00	0.00	0.00	0.00
443003 Maint. Contracts - Snow	0.00	0.00	0.00	0.00	0.00	0.00
443004 Maint. Contracts - Elevat	0.00	0.00	0.00	0.00	0.00	0.00
443005 Maint. Contracts - Lands	0.00	0.00	0.00	0.00	0.00	0.00
443006 Maint. Contracts - Unit T	0.00	0.00	0.00	0.00	0.00	0.00
443007 Maint. Contracts - Electri	0.00	0.00	0.00	0.00	0.00	0.00
443008 Maint. Contracts - Plumb	0.00	0.00	0.00	0.00	0.00	0.00
443009 Maint. Contracts - Extern	0.00	0.00	0.00	0.00	0.00	0.00
443010 Maint. Contracts - Janitor	513.80	0.00	0.00	0.00	0.00	0.00
443011 Maint. Contracts - Routir	0.00	0.00	0.00	0.00	0.00	0.00
443012 Maint. Contracts - Misc.	0.00	0.00	0.00	0.00	0.00	0.00
443200 Repairs & maintenance	0.00	0.00	0.00	0.00	0.00	0.00
448000 Protective Services-Cont	261.00	0.00	0.00	0.00	0.00	0.00

Income Statement - Detail

Grouped By Fund

Reporting for periods within 07/01/2015 and 09/30/2015

Report Section 3B

Operating Expense

	8001 HCV General Administratio	8002 HCV Operations	8004 VASH Operations	8010 Permanent Supportive	8020 SPC General Administratio	8021 SPC Operations
451000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00
451001 Insurance - Property	312.50	0.00	0.00	0.00	0.00	0.00
451002 Insurance - Liability	3,992.69	0.00	0.00	0.00	0.00	0.00
451003 Insurance - Workers Comp	1,099.01	0.00	0.00	0.00	0.00	0.00
451004 Insurance - Other	0.00	0.00	0.00	0.00	0.00	0.00
452000 Payment in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00
454000 Employee Benefits - Adm	21,356.51	0.00	0.00	0.00	0.00	0.00
454100 Employee Benefits - Mai	0.00	0.00	0.00	0.00	0.00	0.00
454200 Employer FICA - Admin	3,472.72	0.00	0.00	0.00	233.58	0.00
454300 Employer FICA - Maint.	0.00	0.00	0.00	0.00	0.00	0.00
457000 Collection Write Off	0.00	0.00	0.00	0.00	0.00	0.00
471500 HAP	0.00	2,103,472.89	142,253.02	199,593.96	0.00	81,303.29
471600 Administrative Fees	0.00	0.00	0.00	10.00	0.00	0.00
480000 Depreciation-Buildings	0.00	205.26	0.00	0.00	0.00	0.00
600600 Interest Expense - PNC	0.00	0.00	0.00	0.00	0.00	0.00
600700 Interest Expense - Davenj	0.00	0.00	0.00	0.00	0.00	0.00
Total *** No SubType ***	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Total Operating Expenses before Asset Mgt Fees	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Asset Management Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	\$ 187,973.45	\$ 2,103,679.15	\$ 142,253.02	\$ 218,667.98	\$ 2,930.38	\$ 81,303.29
Net Income from Operations excluding Asset Mgt Fees	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44
Net Income / (Loss) from Operations	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44
Total Net Income / (Loss)	\$ 87,123.50	\$ 154,864.81	\$ (142,253.02)	\$ (104,053.64)	\$ (2,930.38)	\$ 78,589.44



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

November 18, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 2015 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Jennifer Burnette
HCV Coordinator

Family Self Sufficiency:

There are 20 FSS participants. Orientation for new participants will be conducted on November 19, 2015. 62 HCV households expressed an interest in attending the orientation to learn more about the program. The goal is to add an additional 30 participants to the FSS program which will exceed our HUD requirement.

LHC is meeting with current participants to review their goals, make necessary changes, and make sure they have the resources to assist in obtaining their goals.

HCV Orientations:

LHC had an Orientation on October 20, 2015 with 27 families in attendance. The next orientation will take place on November 13, 2015. We anticipate this orientation will have approximately 42 families in attendance.

Waiting List:

The waiting list is closed. There are 100 people left on the waiting list which was open in June of 2015.

Department Initiatives:

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

The HCV Department continues to finalize pulled waitlist applications. An analysis will be conducted in the next 30 days to determine where our HCV utilization stands, and if more applications should be pulled from the current waiting list.



There are 134 active participants in the HUD VASH Program. 17 Veterans are currently searching for housing and 117 Veterans are housed. 3 referrals were received during this reporting period, which required 1 VASH orientation for the month of October.

Voucher Utilization

September Voucher Program Total Units	1700
September Traditional HCV Utilization	1421
September % Utilized Units	84%

October Voucher Program Total Units	1700
October Traditional HCV Utilization	1412
October % Utilized Units	83%

Voucher Disbursement

HUD September HAP Disbursement	\$792,162
LHC September HAP/UAP Disbursement	\$747,480
% Voucher Funding Utilization	94%

HUD October HAP Disbursement	\$815,312
LHC October HAP/UAP Disbursement	\$738,626
% Voucher Funding Utilization	91%

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether the 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. The 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
N/A	15

Indicator 2- Rent Reasonableness

The 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 October a quality control was conducted on 14 units and approved. This indicator is not scored by PIC, but based on an internal review. The 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 the LHC verifies and correctly determines adjusted annual income for each assisted family, and if the 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, the LHC has 20 points out of 20. 4 file reviews were conducted for the month of October for a total of 15 this year. LHC is required to complete 26 file reports over the course of the fiscal year. Therefore, the 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 revised HCV Utility Allowance Schedule will be presented for Board approval today. A third party company has finished its study. This study was conducted in partnership with the Ingham County Housing Commission. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, the LHC would receive 5 of the possible 5 points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period 9 quality control inspections were conducted. A total of 25 were 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 5 of the 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 the LHC stops (abates) the HAP payment or terminates the contract.



This indicator is not scored by PIC, but is based on internal review. Based on the internal review there were (22) twenty-two 24 hour deficiencies and (26) twenty-six 30 day deficiencies. All were corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

The LHC has 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, the LHC records this indicator as receiving 5 of a possible 5

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether the LHC has adopted a current payment standards schedule for the voucher program by unit size. During this reporting period, the Section 8 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, the LHC records indicate a 5 out of a possible 5 points will be received.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if the LHC has completed a reexamination for each participating family at least every 12 months. As of October we are at a reporting rate of 94%. Based on PIC, the LHC records this indicator as receiving 5 of a possible 10 points. The decrease is based on some PIC data entry clean up that is taking place. Cases were submitted to PIC that should have never been entered; therefore they are showing up as late. Online End of Participation indicators have been completed to clean up these errors.

Annual Reexaminations

PIC Scoring	Internal Scoring
5	10

Indicator 10- Correct Tenant Rent Calculation



This indicator shows if the 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, the LHC records this indicator as receiving 5 of a possible 5 points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC the LHC would receive 5 of a possible 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 the 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 91%. 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	0

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 40 mandatory slots, 20 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program. Enrollment and Escrow



Accounts are documented by Indicator 14. As of this reporting period, the LHC would receive 5 of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 70% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are 5. LHC is currently doing an internal rating of 5 points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 10/31/15





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November 18, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 2015 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy of **95%** at the end of October. We continue to strive to increase our occupancy level to 100%.

Mt. Vernon Park Occupancy was 95% at the end of October after putting 15 kitchen and bath units in mod status. 3 evictions were completed in October for Health and safety violations and 3 households moved in off of the waitlist. There is an orientation on November with 12 households scheduled to attend. Security deposits for units will be collected at that time. The 4 and 5 bedroom waiting list will open on November 30.

Hildebrandt Park occupancy was 95% at the end of October with the 5 units that were placed into mod status. A couple of move outs are anticipated in November. All vacated units at Hildebrandt Park will be turned over to Metro Development and included in the modernization count. Scattered site and Forest/Hoyt units are being filled from the waiting list. We are creating a pool of applicants prepared for move in.

LaRoy Froh occupancy was 95% at the end of October with the 10 units vacant. 2 residents moved out in October and 5 more move outs are anticipated in November. 2 residents moved in off of the waitlist and 1 transferred into a smaller unit. Staff is rehabbing units and seeking move in ready applicants when they are completed.

South Washington Park has 6 vacant units; 4 are ready for occupancy and are scheduled for move in on November 20, 2 are in process and one of those 2 is also scheduled for move in on November 20. Additional applications are in process to fill the remaining unit prior to the end of November.



Mt. Vernon Park had 342 open work orders as of October 31. The REAC inspection ended on October 28 and we have been focusing since then on work orders so closed work orders will increase in November. 49 work orders were closed in October since REAC prep that did not show on actual work orders. An entire on-site City inspection will occur in December. As a result staff expects the number of new work orders to increase at that time.

Hildebrandt Park had 345 open work orders as of October 31 including annual, routine, city inspections, etc. We had a lot of City Inspections at our scattered sites this month, so this accounts for some of the increase in open work orders. There were 138 new work orders created in October and the maintenance team closed 79 work orders. Our maintenance team is focusing on closing out work orders and rehabbing units to help get our occupancy to 100% (not including kitchen and bath renovations).

LaRoy Froh had 172 open work orders as of October 31. The maintenance team closed 68 work orders. Our maintenance team is focusing on closing out work orders and rehabbing units to get our occupancy to 100%.

South Washington Park has 100 annual and routine work orders, an increase of 1 from last month. There were 46 work orders closed in the month of October.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202 187 *MOD	220 215*MOD	213	198	833 813*MOD
Total Units Occupied	191	208	203	192	794
Percent Occupied	92% 95*MOD	94% 98*MOD	95%	97%	95% 97%mod
Move –Ins	3	2	2	8	15
Move-Outs	3	5	2	12	22
Transfers	0	1	1	1	3
Emergency Work Orders	17	24	37	9	87
Open Work Orders	342	345	172	100	959

Note: SWP has one unit offline. MTV has 15 off line units and Hildebrandt has 5 offline units due to modernization.



Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$29,372.00	\$6,715.00	\$22,657.00	77%
Hildebrandt	220	\$30,009.00	\$3,519.00	\$27,183.00	89%
LaRoy Froh	213	\$30,009.00	\$7,189.00	\$22,820.00	76%
South Washington	198	\$34,161.00	\$3,859.00	\$30,302.00	89%
Totals	833	\$124,244.00	\$21,282.00	\$102,962.00	82%

