



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

Lansing Housing Commission  
November 22, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of October 26, 2016

Action Items:

Resolution 1256-Approval of Housing Choice Voucher De-Concentration Policy  
Resolution 1257-Approval of Capitalization Policy  
Resolution 1258 -Approval of Social Security Confidentiality Policy

3. Informational Items.


- |  |                      |
|--|----------------------|
| a. Finance Report Sept 2016                          | Dickey May           |
| b. Housing Choice Voucher Report                     | Kim Shirey           |
| i. Asset Management Report                           | Lisa Parsons         |
| ii. Mt. Vernon & Scattered Sites                     | AMP 102              |
| iii. Hildebrandt, Forrest, Hoyt<br>& Scattered Sites | AMP 103              |
| iv. LaRoy Froh & Scattered Sites                     | AMP 111              |
| v. South Washington & Scattered Sites                | AMP 112              |
| c. Recovery Agreement Update                         | Patricia Baines-Lake |
| d. Executive Director Search Update                  | Tony Baltimore       |

4. Executive Director's Comments

5. President's Comments.

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



"Equal Housing Opportunity" 

Lansing Housing Commission Board Meeting

November 22, 2016

Agenda

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6. Public Comment – limit 3 minutes per person.
7. Other Business.
8. Adjournment.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

November 22, 2016

Agenda

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

### **Minutes of the October 26, 2016 Lansing Housing Commission Meeting**

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

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, Deschaine and Solis were present. Commissioner Robinson participated via telephone.

**GUESTS:** Dickey May, Financial Consultant via telephone

**STAFF:**

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Andrea Bailey
Kim Gillespie	Edward Forrest
Marcus Hardy	Marvin Ellis

Commissioner Robinson moved and Commissioner Deshaine 2nd a motion to approve the minutes of the August 24, 2016 Board Meeting. **The Motion was approved by all members.**

Commissioner Deschaine moved and Commissioner Solis 2nd a motion to approve resolution 1253 - Approval of Process for Write-Offs and Collections. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Solis 2nd a motion to approve resolution 1254 - Approval of Investment Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Solis 2nd a motion to approve resolution 1255 - Approval of Accounts Payable Internal Accounting Control Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:





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- A. Finance Report -Dickey May, Finance Consultant indicated the finance reports were thoroughly reviewed during the finance committee meeting. The reports were in order and there were no unusual changes in the financial positions of the developments. Representing the finance Committee, Commissioner Robinson concurred.
- B. Housing Choice Voucher Report - Kim Shirey indicated approximately 70 households were out seeking units. The goal is to burn down some of the HUD held reserves to increase the number of households assisted by LHC's HCV program
- C. Asset Management Report - Occupancy updates were provided for each site identified below. We continue to strive to achieve at least 96% occupancy at each site.
  - I. Mt. Vernon AMP 104
  - II. Hildebrandt AMP 103
  - III. LaRoy Froh AMP 111
  - IV. South Washington AMP 112
- D. Recovery Agreement Update - The report is attached. The goal with the report provided is provide an exhaustive update of accomplishments to date and to request closure of a series of objectives.

**Executive Director's Comments:** The Executive Director indicated an RFP for Landlord Tenant Legal Services was issued. A team will be assembled to evaluate the responses received. The Board and all staff were encouraged to sign on to increase the funding for RAD deals.

**President's Comments:** President Baltimore provided an update on the status of the Executive Director Search and named Bethany Deschaine the head of the Personnel Committee. She has the primary responsibility for developing a contract and performance standards for the new Executive Directory.

**Public Comments:** No members of the public were present.





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There being no other business, Commissioner Baltimore adjourned the meeting at 7:00 p. m.







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**November 22, 2016**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the Lansing Housing Commission (LHC") updated Housing Choice Voucher ("HCV") De-concentration Policy- Resolution No. 1256.**

**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 HCV De-concentration Policy.

**CONTACT PERSON:**

Kim Shirey  
Housing Choice Voucher Supervisor

**SUMMARY**

This resolution approves an update to HCV De-concentration Policy which was originally adopted in August of 2010.

**BACKGROUND**

In accordance with 24 CFR 982.54 (d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and (b)(12) PHAs are responsible for ensuring that very low income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of landlords, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program. PHAs must also ensure program participants are aware of this HUD initiative and provide information on how to seek housing outside of these designated areas.



The policy which was originally adopted in 2010 is largely adequate to address its **intended** purpose today. As such, the updated changes to the policy are grammatical and/clarifying not substantive.


**FINANCIAL CONSIDERATIONS**

If LHC fails to implement a De-concentration Policy and gain Board approval we could lose 5 SEMAP points.

**POLICY CONSIDERATIONS:**

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of this policy is consistent with the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted,

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





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

**Resolution No. 1256**

Adopted By the Lansing Housing Commission

November 22, 2016

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

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's Housing Choice Voucher Program updated De-concentration Policy.

  
Chair

Yeas 4

Nays 0

Abstentions \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerk Use Only

Resolution No. 1256  
Date Adopted 11/22/2016







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

**Lansing Housing Commission  
Policy No. 2010-5  
Housing Choice Voucher De-Concentration Policy**

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**Purpose**

The purpose of the Lansing Housing Commission's ("LHC") De-Concentration Policy is to establish a framework for staff to follow in order to ensure compliance with the requirements to expand Housing Opportunities as detailed in 24 CFR 982.54 (d)(5), 982.153 (b)(3) and (b)(4), 982.301 (a) and (b)(12).

**Overview**

In accordance with 24 CFR 982.54 (d)(d), 982.153 (b)(3) and (b)(4), 982.301 (a) and (b)(12) PHAs are responsible for ensuring that very low income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of landlords, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program. PHAs must also ensure program participants are aware of this HUD initiative and provide information on how to seek housing outside of these designated areas.

**Implementation**

**LandLords**

The LHC will conduct regular landlord outreach events to encourage property owners outside of areas of poverty or minority concentration to lease units to Housing Choice Voucher ("HCV") participants. Educational information will be provided to ensure that owners are familiar with the benefits of leasing to HCV Program and its advantages. These outreach strategies will include:

- Distributing printed materials about the program to property owners and managers
- Contacting property owners and managers by phone or in person
- Holding owner recruitment/information meetings at least once a year
- Participating in community based organizations comprised of private property and apartment owners and managers

- Developing working relationships with owners and real estate brokers associations

### **HCV Participants**

The Lansing Housing Commission will affirmatively inform participants of our jurisdiction coverage area at all orientation, and/or interviews. Housing Choice Voucher Participants will not be steered towards specific landlords or areas. Participants will receive information regarding the entire jurisdiction coverage area of the LHC, be advised of the HUD initiative to de-concentrate, and provide information which reflects areas of de-concentration and encouraged to make an informed housing decision.

LHC will monitor and adjust outreach strategies for effectiveness and adapt the strategies as appropriate.



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**November 22, 2016**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of LHC's Updated Capitalization Policy- Resolution No. 1257**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1257, which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, to administer the Updated Capitalization Policy.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372.7996

**SUMMARY:**

Approval of this resolution provides direction on determining what and how to capitalize, record, validate, identify and inventory capitalized Lansing Housing Commission ("LHC") assets.

**BACKGROUND:**

LHC staff worked with a former Fee Accountant to develop the initial Capitalization Policy which is compliant with HUD requirements and best practices. However, since that time there have been some changes in best practice. As a result LHC collaborated with the current Contract Finance Manager to address those best practices changes. The changes continue to allow LHC to capitalize equipment, buildings and its physical plant(s) in a manner that is most advantageous to bottom line

Significant changes include:





- Establishing \$5,000 or greater as the amount requiring capitalization for building improvements
- Requiring property tags on portable, relocatable, and movable items
- Clarifying all costs associated with placing the asset in service for its intended purpose or use are used to determine value
- Removing a specific reference to Fixtures as those two paragraphs are redundant
- Removing the reference to increased valuation as this is not a basis for changing the original capitalized value and
- Establishing the method for determining the fair market value of a donated asset as an appraisal or some other method.

**FINANCIAL CONSIDERATION:**

There are no financial considerations.

**POLICY CONSIDERATIONS:**

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of this updated policy reflects the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted, \_\_\_\_\_

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







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

**Resolution No. 1257**

Adopted By the Lansing Housing Commission

November 22, 2016

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

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Capitalization Policy.

  
Chair

Yeas 4

Nays 0

Abstentions \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerk Use Only

Resolution No. 1257  
Date Adopted 11/22/2016

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting November 22, 2016

Capitalization Policy

Resolution 1257

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

**Lansing Housing Commission  
Policy No. 2014  
Capitalization Policy and Valuation of Property and Equipment**

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## **Lansing Housing Commission Capitalization Policy and Valuation of Property and Equipment**

### **I. Policy Statement**

The Lansing Housing Commission capitalizes property and equipment which in general, has a useful life of more than one year and unit value of \$2,500.00 or more for equipment and \$5,000 for building improvements. The evaluation of property or equipment, whether purchased or constructed, is based on cost. The cost is determined by the cash distributed, by the fair market value of any asset given in exchange, or by the present value of any liability incurred. If property or equipment is acquired by gift, the valuation is the fair market value at the date of receipt of the gift, if determinable. Otherwise, an appraised value is used.

### **II. Scope**

This policy applies to all fixed assets purchased by the Lansing Housing Commission regardless of the source of funds. Accurate records shall be maintained of the cost and accumulated depreciation of property, physical plant, and equipment. The acquisition of capital assets should be organized to ensure that no unauthorized acquisitions have been made and that records of each acquisition are accurate, complete, and recorded in the appropriate period.

### **III. Initiation of Requisitions for Plant, Property, and Equipment**

- a. Requisitions for Fixed asset additions should be initiated by the user divisions/departments and provided for in either their operating budgets or capital budget depending on the source of funds that will be used for the acquisition.
- b. Capital purchases in excess of \$100,000.00 shall be approved by the Board of Commissioners, during the budget process or by the Board approved budget revisions.
- c. Capital purchases under \$100,000.00 shall be approved by the Contracting Officer or delegate.
- d. Approved capital purchases, shall be made by Purchase order or Check Request and approved by the Initiating Division/Department Manager and the Executive Director.

### **IV. Receipt and Identification of Capital Assets**

- a. When practical (portable, relocatable, and movable items) and equipment shall be identified upon receipt by the use of a pre-numbered tag.
- b. In addition:
  - i. The tag should be permanently affixed in a readily visible area.
  - ii. The property number on the tag should be recorded in the detailed fixed asset ledger.



**V. Review of Purchase Price Variances**

- a. For each capital item purchased, a comparison shall be made of the actual versus budgeted cost.
- b. Differences between budgeted and actual cost shall be explained by the initiating division/department director or purchasing officer and approved by the Executive Director.
- c. In addition, variances in excess of plus or minus 10 percent shall be explained to the Board of Commissioners.

**VI. Maintenance of Detailed Fixed-Assets Ledgers**

- a. Detailed fixed asset ledgers that are accurate and complete shall be maintained for the following classifications.
  - I. Land
  - II. Buildings
  - III. Building Improvements
  - IV. Furniture and Fixings - Dwellings
  - V. Furniture and Fixings – (COCC)
  - VI. Equipment - Dwellings
  - VII. Equipment – COCC
- b. The date of purchase, the asset's tag number, the cost, the location, and source of funding for the asset shall be recorded in the detailed fixed asset ledger.

**VII. Capital Assets Defines**

- a. Equipment Assets costing \$2,500.00 or more and building assets costing \$5,000 or more and that have useful lives of greater than one year shall be considered depreciable assets.
- b. Capital assets shall be carried in the accounting records at the original net acquisition cost. Less separate accounts for accumulated depreciation or depletion. Non-depreciable capital assets (e.g., land) shall be carried in the records at the original cost.
- c. Purchased items of property, physical plant, and equipment that meet the capitalization requirements are to be capitalized at the invoice price plus all charges incurred to prepare the assets for operation.
- d. Cost of acquisition or construction includes not only the contract or invoice price but also such cost as preliminary engineering studies and surveys. Legal fees to establish title, installation cost, sales tax, freight, labor, and material used in construction or installation.
- e. Cash discounts taken will be recorded as a reduction to the cost.

**VIII. Postings and Reconciliation to General Ledgers**



- a. Asset additions, disposals, and period depreciation shall be posted to the detailed ledger regularly.
- b. On a periodic basis, the detailed fixed asset ledger should be reconciled with the general ledger or asset cost and accumulated depreciation
- c. Any differences disclosed by the reconciliation should be investigated and resolved. The result of the reconciliation shall be reviewed and approved by finance before any adjustments to the account are recorded, such a review shall be evidenced by signature.

#### **IX. Capitalization of Expenditures While Building**

- a. Expenditures made by LHC while building a capital asset shall be capitalized.
- b. Expenditures such as those for materials, labor, engineering, supervision, employee salaries and expenses, legal expenses, insurances, and interest shall be capitalized as construction – in – progress until the project is completed and placed in service no depreciation should be taken on construction – in – progress.
- c. Periodically during construction, a comparison should be made between, projected and actual expenses incurred. Appropriate approvals should be obtained if cost will exceed budgets.

#### **X. Expenditures-Capitalization vs Expense**

- a. Repair expenses should be distinguished from expenditures for improvements, additions, renovations, alterations, and replacements.
- b. Expenditures are repair expenses if they do not materially add to the value of the property and do not materially prolong the life of the property.

Examples of repair expenses are:

- i. Replacing loose or damaged roof tiles.
- ii. Replacing broken glass.
- iii. Painting and decorating a common area.
- iv. Resurfacing a parking lot.
- v. Making temporary repairs to last less than one year.
- vi. Making minor repairs to fully depreciate assets.

- c. Repair costs that increase the value of property, prolong its life, or adapt it to new or different use are capital expenditures. If the life of the asset has been significantly extended, the remaining original cost and the repair cost should be depreciated over the new life.

Examples of repair expenditures that are capital expenditures are:

- i. Replacing floors.
- ii. Replacing a roof, thereby substantially prolonging its life.

- iii. Reconditioning machinery, thereby extending its life.
  - iv. Replacing an auto's or trucks engine.
  - v. Installing a new heating system.
  - vi. Major renovations to the interior of a building, thereby prolonging its life.
  - vii. Major renovations to the exterior of a building, thereby prolonging its life.
- d. Other expenditures that may be capitalized:
- i. Land improvements that depreciate over time (e.g., parking lots)
  - ii. Structural changes or alterations to LHC owned buildings, which become part of a building and increase its life or value.
  - iii. Significant improvements to property leased by the company
  - iv. improvements that add value to the leasehold (e.g., permanent office partitions)

#### **XI. Existence of Capital Assets**

- a. LHC shall conduct a physical count of all capital assets at least once every three years to ensure that all recorded assets exist and are in use for operations.
- b. An employee who is not responsible for the custody or record keeping of the assets, should conduct an actual count.
- c. The inventory of the assets on hand should be compared to the detailed ledger. Differences should be reviewed and approved, by the executive director or designee, before account adjustments are recorded. A signature should evidence such review.
- d. Significant differences should be explained to the Board of Commissioners.

#### **XIII. Valuation of Property**

##### **Capitalization and Valuation of Property and Equipment**

Property Accounting requires the inventory control and capitalization of appropriate expenditures for each of the following major asset classes.

##### **Moveable Equipment (personal property)**

###### **Equipment**

- Equipment groups

###### **Real Property**

- Buildings (including fixtures)
- Construction - in – process
- Improvements to land other than buildings
- Land

##### **Leasehold Improvements**

In the event it becomes applicable, improvements such as buildings and other structures, walkways, and permanently installed equipment located on property leased



to LHC shall be capitalized. Leasehold improvements shall be included under any major asset category except land and construction - in – process.

Permanent improvements to leased assets are those items which cannot be removed without causing substantial damage to the leased asset from which the leasehold improvement is removed. Assets which are merely located on leased property, rather than permanently installed, are recorded using the appropriate inventory tags with a location reference, and shall be listed as inventory accordingly in the General Ledger.

### **Moveable Equipment (Personal Property)**

Moveable equipment for and controlled by individual pieces of equipment.

All tangible personal property is, in general, considered moveable equipment if it has a useful life expectancy of one year or more and a unit value of \$2,500.00 or more. This includes additions or enhancements that increase the useful life or productivity of the equipment. An item of personal property is considered equipment if it meets the criteria:

- a. Has a useful life expectancy of one year or more. Articles that are excluded as equipment are those which by their nature have a useful life of less than one year, show a material change or appreciable depreciation upon the first usage.
- b. Has unit value of \$2,500.00 or more.
- c. Is complete in itself. Articles, which lose their identity or become part of something else, are excluded as individual items of equipment. They may, however, be an enhancement and thus change the value of an existing piece of equipment.
- d. Is not part of a group of equipment (see "Equipment Group" in this section).
- e. Is not permanently attached to the building or grounds of any LHC facilities as a fixture improvement.

### **Acquisition Valuation**

**Constructed** - Valued at the total of all identifiable direct costs. Direct costs are to include labor, drawings, blueprints, component parts, materials, and supplies consumed in construction.

**Gift** – Valued at fair market value at the date of acquisition. The fair market value is usually determined by appraisals performed by outside experts, by a LHC employee or affiliate with expert knowledge about the asset(s), or by values established by courts for assets received from the estate of a donor.

**Installation Cost** – All costs associated with placing the asset in service for its intended purpose or use are included in the acquisition valuation.

**Purchased** – Valued at the net amount paid (invoice prices less all discounts). Freight should also be included if shown on the invoice, or if readily available on related freight

bills. Trade-in allowances are not deducted in determining the asset value. Finance charges are not included.

### **Disposal Valuation**

Removal of Equipment – The value of equipment removed from inventory is the unit value carried on the account record less depreciation.

### **Equipment Groups**

There are only two groups recognized:

1. Vehicles, (For Office or Maintenance Use)
2. Non-dwelling Equipment Furniture

**Maintenance Tools** – Includes equipment and tools individually valued over \$2,500.00

### **Real Property**

#### **Buildings and Fixtures**

**Buildings** - are permanent structures to house persons and/or personal property. The cost of building includes the cost of the structure itself plus the cost of all permanent equipment, components, and fixtures necessary for the intended use of the structure. Buildings are accounted for and controlled by individual building structures.

**Improvements and Additions** – An improvement or addition is the adding of something to the asset structurally, such as a fixture or a component that did not exist previously. When there is an improvement or addition of an asset, the increased value of the asset is capitalized.

**Purchase or Donated** – When buildings are purchased or acquired by gift, the valuation method is the same as any other asset and may require an appraisal to determine the fair market value of the asset being donated.

#### **Construction – in – Process**

The cost of buildings or other fixed assets (capital projects) that are under construction at a balance sheet date are included on the balance sheet as “construction – in – process.” Construction – in – process represents a temporary capitalization of labor, materials and equipment of a construction project.

When the constructed asset is put into use, cost in construction – in – Process account are classified to one or more of the other major assets categories and corresponding reductions must be made to the construction – in – process account.

**Depreciation is not** calculated for assets under construction.

**Accountability** – Construction is accounted for by project and, when completed, costs are transferred to either buildings and/or improvements as applicable.



**Valuation** – the costs included in construction – in – process are the total project – to – date expenditures together with the related accounts payable, insurance premiums, interest and other related costs.

### **Improvements to Land other than Buildings**

To prepare land for its intended use, additional acquisition cost may be encountered. These include roads, bridges, drainage systems, tunnels, power lines, walks, sanitation systems, sidewalks, paving, fences, curbs, approaches, landscaping, and similar item. All improvements are an integral part of the land and are necessary to prepare the land for its use. Improvements to land, other than buildings, are accounted for individually or as a single group or class within an entity. Improvements are valued at cost, at fair market value, or at an appraisal value as the situation may require.

**Land** – Land is defined as non-expendable, real property. It is ground to which LHC holds the title. Land is accounted for and controlled by tracts or parcels which are identified by their legal descriptions.

### **Acquisition Valuation**

**Assets Acquired Together** - When land, buildings and improvements are acquired together the total cost is allocated among the individual assets on the basis of fair market value or appraisal.

**Cost of Demolished Buildings** – The decision to demolish a building at the time of site acquisition results in an assignment of the building's value and demolition cost to the cost of the land. This decision is based on the intended use of the acquired building. Any decision to demolish a building after site acquisition; results in the cost of demolition being assigned to the cost of new construction and the building being written off. If no new construction is intended, the demolition cost involved should be expensed.

**Eminent Domain** – Land acquired by eminent domain is valued at the amount of the award made to the landholders by the court. Other costs are the same as for purchased land.

**Gift** – When land is acquired by gift, the land cost is the fair market value at the time of acquisition. The fair market value is usually determined by appraisals performed by outside experts; by LHC employees with expert knowledge about the assets, or by values established by courts for assets received from the estate of a donor. The costs are the same as for purchased land.

**Purchased** – When land is purchased, the valuation includes the price of the land itself, any cost incurred in its acquisition, and any cost necessary to prepare the land for its intended use. This cost includes such items as legal, title, and brokers' fees; filing; clearing; and grading. Improvements such as streets, sidewalks, fences, etc., are included in the cost of improvements to land other than buildings.

### **Repairs, Maintenance, Remodeling, and Replacements**

Repairs, maintenance, remodeling, and replacements are normally expensed and not capitalized.

**Repairs and Maintenance** - Repairs and maintenance are activities performed to obtain the expected service life of an asset. Repairs put an asset back into normal or expected operating condition. Maintenance keeps an asset in normal or expected operating condition on a regular basis.

**Remodeling** – Remodeling may increase the usefulness of an asset. If remodeling results in a significant increase in the usefulness or service life, the requirements shown in the “Buildings and Fixtures” or “Improvements to Land Other than Buildings,” sections are used.

**Replacements** – The initial cost of fixtures and component parts of an asset are capitalized when acquired. Such fixtures and component parts may have a useful life that is less than the asset. When these fixtures and component parts are replaced, they are expensed. If the replacement results in a significant increase in the usefulness and service life of the asset, the “Buildings and Fixtures” or “Improvements to Land Other than Buildings,” section is followed.





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**November 22, 2016**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of LHC's Updated Employee Social Security Confidentiality Policy -  
Resolution No. 1258**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1258, which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to administer the Updated Employee Social Security Confidentiality Policy.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372.7996

**SUMMARY:**

Approval of this resolution provides direction on ensuring employee's social security number is maintained in confidential manner which represents best practices as of 2016.

**BACKGROUND:**

LHC staff reviewed the Social Security Confidentiality Policy which was originally adopted in 2010 to ensure either the standards set forth at that time continued to meet today's standards or to modify the policy appropriately. As a result, LHC reviewed industry practitioner's source documents to determining what if any changes were needed in LHC's policy. The changes recommended are grammatical. There have not been any significant industry standard changes in the security of Social Security numbers since LHC's original policy was developed. However, most industries require employees to sign an acknowledgement of the policy. As such LHC's policy amendment requests that addition.



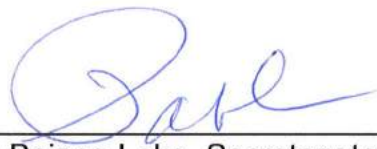
**FINANCIAL CONSIDERATION:**

There are no financial considerations.

**POLICY CONSIDERATIONS:**

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of this updated policy reflects the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted, \_\_\_\_\_

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







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

**Resolution No. 1258**

Adopted By the Lansing Housing Commission

November 22, 2016

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

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Employee Social Security Confidentiality Policy.

  
Chair

Yeas 4

Nays 0

Abstentions \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerk Use Only

Resolution No. 1258  
Date Adopted 11/22/16

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting November 22, 2016

Employee Social Security Confidentiality Policy

Resolution 1258

Page 1 of 1



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

**Lansing Housing Commission  
2009-11  
Employee Social Security Confidentiality Policy**

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**General Policy**

LHC, as it relates to the social security numbers of its employees, shall:

- Maintain the confidentiality of the social security numbers that it receives and maintains in the ordinary course of business.
- Limit the internal use to those functions where the use of the social security number is the only reliable method available to ensure the correct employee has been identified.
- Limit access, whether in hard copy or electronic format, to those persons within LHC who have a need to access that information.
- Properly dispose of documents that contain social security numbers to ensure their confidentiality.
- Prohibit the unlawful disclosure of social security numbers by its employees.

**A. Definitions**

The following words and/or phrases shall have the following meaning for purposes of this policy only:

- "Mailed" means delivered by United States mail or other delivery service that does not require the signature of recipient indicating actual receipt.
- "Publicly Display" means to exhibit, hold up, post, or make visible or set out for open view, including, but not limited to, open view on a desk, computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner.
- "Title IV-D Agency" means the agency in Michigan performing child support and parenting time enforcement functions including an office of the friend of the court or a prosecuting attorney and it includes a person performing those functions under contract with the Title IV-D agency.

## **B. Prohibited Activities**

Neither LHC, nor an employee on behalf of LHC, shall intentionally do any of the following with the social security number of a LHC employee:

- Publicly Display all or more than four (4) sequential digits of the social security number.
- Visibly print all or more than four (4) sequential digits of the social security number on any identification badge, card or membership card.
- Require an employee to use or transmit all or more than four (4) sequential digits of his or her social security number over the Internet, Intranet or a computer system or network unless the connection is secure or the transmission is encrypted.
- Require an employee to use or transmit all or more than four (4) sequential digits of his or her social security number to gain access to an Internet or Intranet website or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the Internet, Intranet or computer system or network.
- Include all or more than four (4) sequential digits of the social security number in or on any document or information Mailed or otherwise sent to an employee if it is visible on or, without manipulation, from outside of the envelope or packaging.
- Include all or more than four (4) sequential digits of the social security number in any document or information Mailed to a person, unless any of the following apply:
  - State or federal law, rule, regulation, or court order or rule authorizes,
  - Permits, or requires that a social security number appear in the document.
  - The document is sent as part of an application or enrollment process initiated by the employee.
  - The document is sent to establish, confirm the status, service, amend, or terminate an account, contract, lease, policy, employee, or health insurance benefit.
  - The document or information is Mailed by or at the request of an employee whose social security number appears in the document or information.
  - The document or information is Mailed in a manner or for a purpose consistent with the Health Insurance Portability and Accountability Act (HIPAA) or other applicable law or regulation.

## **C. Allowed Activities**

Use of all or more than four (4) sequential digits of an employee social security number is permissible under the following circumstances:

- A use of all or more than four (4) sequential digits of a social security number that is authorized or required by state or federal statute, rule, or



regulation, by court order or rule, or pursuant to legal discovery or process.

- Providing all or more than four (4) sequential digits of a social security number to a Title IV-D Agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.
- An administrative use in the ordinary course of LHC business, to do any of the following:
  - Verify an employee identity or for similar administrative purposes related to an account, transaction, service, or employment or related to a proposed account, transaction, service, or employment.
  - Investigate an employee claim, credit, or criminal history or driving history.
  - Detect, prevent, or deter identity theft or another crime.
  - Lawfully pursue or enforce LHC's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of an employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
  - Provide or administer employee or health insurance benefits, claims, or retirement programs.
- Use of all or more than four (4) digits of a social security number as a primary account number provided LHC began the use before March 1, 2005, and the use is ongoing, continuous and in the ordinary course of business.

**C. Disposition of Documentation Containing Social Security Numbers**

All documents and/or electronic media containing employee social security number shall be disposed of only by shredding or burning as appropriate for the nature of the media. No documents and/or electronic media containing social security numbers shall be disposed of in any other manner

**D. Penalties for Violation of Policy**

Employees who violate this policy may be subject to Disciplinary Action up to and including termination.

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(700,632.81)	767,978.99
1010-0000-112200 Accounts Receivable	647.80	13,152.20
1010-0000-112201 Allowance for Doubtful Accounts	632.10	(0.50)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	(6,358.41)	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	728,382.17	(34,115.39)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	41,904.08
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	912,553.82
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	399,731.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	111,543.00
<b>TOTAL ASSETS</b>	<b>16,538.85</b>	<b>4,601,450.71</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	277,912.00
1010-0000-200300 Pension Liability	-	442,922.00
1010-0000-211100 Accounts Payable	10,290.72	13,131.71
1010-0000-211400 Tenant Security Deposits	(792.70)	27,267.30
1010-0000-211999 Tenant Refunds	(287.00)	5,615.98
1010-0000-212000 Accrued Payroll	-	(651.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	10,848.00	30,754.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Defd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	(4,746.26)	461,096.35
1010-0000-260601 Note Payable - Curr - PNC	-	28,860.14
<b>TOTAL LIABILITIES</b>	<b>15,312.76</b>	<b>1,313,298.90</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	1,226.09	(1,035,012.02)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,465,929.26
<b>TOTAL EQUITY</b>	<b>1,226.09</b>	<b>3,288,151.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,538.85</b>	<b>4,601,450.71</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	179,667.65	327,818.13
1020-0000-112200 Accounts Receivable	(191.18)	13,026.63
1020-0000-112201 Allowance for Doubtful Accounts	49.94	(160.06)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	(139,782.93)	34,893.29
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	36,751.09
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	103,411.92	1,054,708.38
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	-	(10,849,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	93,411.00
<b>TOTAL ASSETS</b>	<b><u>139,520.40</u></b>	<b><u>5,395,205.20</u></b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	145,475.00
1020-0000-200300 Pension Liability	-	370,918.00
1020-0000-211100 Accounts Payable	17,312.82	17,132.82
1020-0000-211400 Tenant Security Deposits	(982.00)	29,671.19
1020-0000-211999 Tenant Refunds	316.00	7,285.37
1020-0000-212000 Accrued Payroll	-	(444.92)
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	8,306.00	30,795.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(7,910.43)	762,431.47
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
<b>TOTAL LIABILITIES</b>	<b><u>17,042.39</u></b>	<b><u>1,415,022.85</u></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	122,478.01	(590,983.26)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
<b>TOTAL EQUITY</b>	<b><u>122,478.01</u></b>	<b><u>3,980,182.35</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>139,520.40</u></b>	<b><u>5,395,205.20</u></b>



**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for October 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	359,517.15	1,143,097.08
1080-0000-112200 Accounts Receivable	(3,550.56)	6,002.15
1080-0000-112201 Allowance for Doubtful Accounts	(1,235.00)	(1,743.69)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	(377,830.58)	(5,016.47)
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	50,365.45
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	40,710.97	33,657.97
1080-3000-144000 Construction in Progress	112,561.08	716,167.84
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	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	120,772.00
<b>TOTAL ASSETS</b>	<b>125,277.06</b>	<b>5,886,662.88</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	234,250.00
1080-0000-200300 Pension Liability	-	479,564.00
1080-0000-211100 Accounts Payable	113,465.60	114,148.89
1080-0000-211400 Tenant Security Deposits	221.00	35,658.00
1080-0000-211999 Tenant Refunds	472.28	3,085.50
1080-0000-212000 Accrued Payroll	-	(581.19)
1080-0000-213400 Utility Accrual	-	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	9,238.00	29,975.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(4,672.67)	443,091.74
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
<b>TOTAL LIABILITIES</b>	<b>118,724.21</b>	<b>1,375,333.72</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	6,552.85	(571,539.79)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
<b>TOTAL EQUITY</b>	<b>6,552.85</b>	<b>4,511,329.16</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>125,277.06</b>	<b>5,886,662.88</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	648.00	20,054.08
1090-0000-111111 Chase Checking	70,883.47	814,636.42
1090-0000-112200 Accounts Receivable	3,147.89	3,122.80
1090-0000-112201 Allowance for Doubtful Accounts	753.33	(0.15)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	(68,896.32)	(4,586.97)
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	28,268.43
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	17,730.43
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,689.71
1090-0000-148100 Accumulated Depreciation-Build	-	(8,238,998.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	111,315.00
<b>TOTAL ASSETS</b>	<u><b>3,748.37</b></u>	<u><b>3,998,256.25</b></u>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	144,718.00
1090-0000-200300 Pension Liability	-	442,016.00
1090-0000-211100 Accounts Payable	8,791.49	9,973.98
1090-0000-211400 Tenant Security Deposits	1,056.00	25,097.00
1090-0000-211999 Tenant Refunds	(0.28)	7,451.02
1090-0000-212000 Accrued Payroll	-	(501.05)
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	5,985.00	21,308.47
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(1,067.00)	106,477.01
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
<b>TOTAL LIABILITIES</b>	<u><b>14,765.21</b></u>	<u><b>773,399.61</b></u>
<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	(11,016.84)	(313,170.28)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
<b>TOTAL EQUITY</b>	<u><b>(11,016.84)</b></u>	<u><b>3,224,856.64</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>3,748.37</b></u>	<u><b>3,998,256.25</b></u>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(10,004.35)	22,876.33
5005-0000-111111 Chase Checking	231,359.48	709,149.21
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(726,382.17)	34,115.39
5005-1020-115700 Intercompany	139,782.93	(34,893.29)
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	377,830.58	5,016.47
5005-1090-115700 Intercompany	68,896.32	4,586.97
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(11,073.67)	(69,487.61)
5005-8002-115700 Intercompany	(66,010.36)	82,186.07
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	(4,695.57)	(52,234.06)
5005-8010-115700 Intercompany	1,808.48	73,077.25
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	-	20,660.01
5005-9101-115700 Intercompany	-	48,775.87
5005-0000-121100 Prepaid Insurance	(113.00)	19,152.64
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	-	(773,927.83)
5005-0000-150102 Investment in OG	-	205,507.00
5005-0000-150300 Deferred Outflow - MERS	-	78,095.00
<b>TOTAL ASSETS</b>	<b><u>1,198.67</u></b>	<b><u>2,607,770.96</u></b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	137,130.00
5005-0000-200300 Pension Liability	-	310,102.00
5005-0000-211100 Accounts Payable	16,318.38	16,318.38
5005-0000-211704 Health Insurance W/H	395.24	1,143.01
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213500 Accrued Comp Absences - Curr	-	5,198.82
5005-0000-214000 Accrued Comp Absences - non curr	-	29,459.97
5005-0000-260700 Note Payable Non Curr - Davenport	(8,060.70)	455,932.02
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b><u>8,852.92</u></b>	<b><u>1,001,466.35</u></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	(7,454.25)	1,255,371.32
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b><u>(7,454.25)</u></b>	<b><u>1,606,304.61</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,198.67</u></b>	<b><u>2,607,770.96</u></b>



**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for October 2016**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	8,848.83	458,989.56
8002-0000-111111 Chase Checking	11,167.54	1,250,306.77
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	11,073.67	69,487.81
8002-5005-115700 Intercompany	68,010.36	(82,186.07)
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	(1,373.00)	13,732.26
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	114,985.00
<b>TOTAL ASSETS</b>	<b>95,727.40</b>	<b>1,530,720.40</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	392,278.00
8001-0000-200300 Pension Liability	-	456,586.00
8001-0000-211100 Accounts Payable	15,105.08	15,105.08
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	125.00
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.87
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.90
<b>TOTAL LIABILITIES</b>	<b>15,105.08</b>	<b>873,940.55</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	3,444.42	107,499.74
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
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	77,177.90	25,655,309.23
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<b>80,622.32</b>	<b>656,779.85</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>95,727.40</b>	<b>1,530,720.40</b>

Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 144,407	\$ 144,260	\$ 147		\$ 432,780	\$ 288,520
Tenant Revenue - Other	7,396	5,247	2,149		16,868	11,621
Total Tenant Revenue	<u>\$ 151,803</u>	<u>\$ 149,507</u>	<u>\$ 2,296</u>		<u>\$ 449,648</u>	<u>\$ 300,141</u>
HUD PHA Operating Grants	285,782	318,744	(32,962)		956,232	637,488
CFF Operational Income	112,197	-	112,197		-	-
Fraud Recovery and Other	3,235	4,829	(1,594)		13,516	8,687
Total Operating Revenue	<u>\$ 553,017</u>	<u>\$ 473,080</u>	<u>\$ 79,937</u>		<u>\$ 1,419,396</u>	<u>\$ 946,316</u>
Administrative Salaries	\$ 23,367	\$ 33,645	\$ (10,278.03)		\$ 97,198.00	\$ 63,553.00
Auditing Fees	-	373	(373)		8,373	8,000
Management Fees	72,080	35,666	36,414		106,998	71,332
Bookkeeping Fees	5,919	5,760	159		17,280	11,520
Employee Benefits Contributions - Admin	9,006	11,897	(2,891)		35,092	23,195
Office Expenses	14,894	11,545	3,349		32,522	20,977
Legal	4,272	9,649	(5,377)		27,320	17,671
Travel	-	-	-		-	-
Other	10,752	4,500	6,252		4,500	-
Tenant Services - Other	2,544	4,600	(2,056)		7,900	3,300
Water	23,559	37,912	(14,353)		98,538	60,626
Electricity	7,916	14,452	(6,536)		48,456	34,004
Gas	4,296	7,312	(3,016)		53,496	46,184
Other Utilities Expense	29	5,336	(5,307)		5,336	-
Ordinary Maintenance and Operations - Labor	28,662	54,458	(25,796)		157,658	103,199
Ordinary Maintenance and Operations - Materials	37,532	27,920	9,612		83,720	55,800
Ordinary Maintenance and Operations - Contra	63,329	66,906	(3,577)		197,741	130,835
Employee Benefits Contributions - Ordinary	14,836	20,512	(5,676)		60,434	39,922
Protective Services - Other Contract Costs	804	780	24		2,340	1,560
Property Insurance	10,853	10,527	327		31,580	21,053
Liability Insurance	4,261	4,301	(41)		12,904	8,603
Workers Compensation	2,906	2,036	870		6,108	4,072
All Other Insurance	679	758	(79)		2,274	1,516
Other General Expenses	18,141	10,512	7,629		31,536	21,024
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	10,848	7,529	3,319		21,561	14,032
Bad debt - Tenant Rents	1,842	877	965		2,629	1,752
Interest Expense	8,404	6,739	1,665		19,830	13,091
Total Operating Expenses	<u>\$ 381,731</u>	<u>\$ 396,502</u>	<u>\$ (14,771)</u>		<u>\$ 1,173,322</u>	<u>\$ 776,821</u>
Net Income (Loss)	<u>\$ 171,286</u>	<u>\$ 76,578</u>	<u>\$ 94,708</u>		<u>\$ 246,073</u>	<u>\$ 169,495</u>

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 137,551	\$ 146,728	\$ (9,177)		\$ 440,184	\$ 293,456
Tenant Revenue - Other	8,935	9,836	(901)		28,324	18,488
Total Tenant Revenue	<u>\$ 146,485</u>	<u>\$ 156,564</u>	<u>\$ (10,079)</u>		<u>\$ 468,508</u>	<u>\$ 311,944</u>
HUD PHA Operating Grants	377,794	421,372	(43,578)		1,264,116	842,744
CFP Operational Income	122,895	-	122,895		-	-
Fraud Recovery and Other	1,497	3,173	(1,676)		7,332	4,159
Total Operating Revenue	<u>\$ 648,672</u>	<u>\$ 581,109</u>	<u>\$ 67,563</u>		<u>\$ 1,739,956</u>	<u>\$ 1,158,847</u>
Administrative Salaries	\$ 24,750	\$ 30,052	\$ (5,302)		\$ 86,818	\$ 56,768
Auditing Fees	-	373	(373)		8,373	8,000
Management Fees	78,489	38,824	39,666		116,472	77,648
Bookkeeping Fees	6,443	6,270	173		18,810	12,540
Employee Benefits Contributions - Admin	7,851	6,990	861		20,451	13,462
Office Expenses	16,717	9,252	7,465		35,393	26,141
Legal	4,967	9,060	(4,093)		23,962	14,902
Travel	15	316	(301)		948	632
Other	1,234	5,040	(3,806)		10,080	5,040
Tenant Services - Other	2,185	2,000	185		5,700	3,700
Water	31,298	29,736	1,562		89,208	59,472
Electricity	18,780	9,930	8,850		29,790	19,860
Gas	2,909	6,000	(3,091)		41,500	35,500
Other Utilities Expense	-	-	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	32,215	44,835	(12,620)		131,157	86,322
Ordinary Maintenance and Operations - Material	42,097	40,020	2,077		123,060	83,040
Ordinary Maintenance and Operations - Contrac	64,496	66,544	(2,048)		229,255	182,711
Employee Benefits Contributions - Ordinary	12,767	21,203	(8,436)		62,821	41,618
Protective Services - Other Contract Costs	1,229	1,228	1		3,684	2,456
Property Insurance	9,671	9,402	269		28,206	18,804
Liability Insurance	3,531	3,502	29		10,506	7,004
Workers Compensation	1,061	1,224	(163)		3,672	2,448
All Other Insurance	665	758	(93)		2,274	1,516
Other General Expenses	25,428	42,556	(17,128)		127,668	85,112
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	8,306	9,601	(1,295)		25,505	15,905
Bad debt - Tenant Rents	6,076	3,960	2,116		11,880	7,920
Interest Expense	14,006	11,231	2,775		33,049	21,818
Total Operating Expenses	<u>\$ 417,188</u>	<u>\$ 409,907</u>	<u>\$ 7,281</u>		<u>\$ 1,291,450</u>	<u>\$ 881,543</u>
Net Income (Loss)	<u>\$ 231,483</u>	<u>\$ 171,201</u>	<u>\$ 60,282</u>		<u>\$ 448,506</u>	<u>\$ 277,304</u>



Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 131,417	\$ 137,140	\$ (5,723)		\$ 411,420	\$ 274,280
Tenant Revenue - Other	6,905	8,303	(1,398)		22,807	14,504
Total Tenant Revenue	<u>\$ 138,322</u>	<u>\$ 145,443</u>	<u>\$ (7,121)</u>		<u>\$ 434,227</u>	<u>\$ 288,784</u>
HUD PHA Operating Grants	343,211	382,800	(39,590)		1,148,400	765,600
CFF Operational Income	127,995	-	127,995		-	-
Fraud Recovery and Other	2,994	2,156	839		8,340	6,185
Total Operating Revenue	<u>\$ 612,521</u>	<u>\$ 530,398</u>	<u>\$ 82,123</u>		<u>\$ 1,590,967</u>	<u>\$ 1,060,569</u>
Administrative Salaries	\$ 27,212	\$ 30,706	\$ (3,494)		\$ 88,751	\$ 58,046
Auditing Fees	-	350	(350)		8,350	8,000
Management Fees	74,976	37,524	37,452		112,571	75,047
Bookkeeping Fees	6,083	6,060	23		18,180	12,120
Employee Benefits Contributions - Admin	7,828	9,359	(1,531)		27,488	18,129
Office Expenses	14,171	14,410	(239)		43,308	28,898
Legal	5,029	6,332	(1,303)		18,996	12,664
Travel	421	381	40		1,270	889
Other	579	3,554	(2,975)		10,662	7,108
Tenant Services - Other	1,100	2,400	(1,300)		7,200	4,800
Water	20,201	21,376	(1,175)		64,127	42,751
Electricity	15,161	12,648	2,512		37,945	25,297
Gas	1,893	15,206	(13,313)		52,824	37,618
Other Utilities Expense	659	120	539		11,076	10,956
Ordinary Maintenance and Operations - Labor	33,622	61,198	(27,576)		177,435	116,237
Ordinary Maintenance and Operations - Material	68,786	54,361	14,425		163,232	108,871
Ordinary Maintenance and Operations - Contrac	92,410	69,112	23,298		226,754	157,642
Employee Benefits Contributions - Ordinary	18,900	31,406	(12,506)		93,053	61,648
Protective Services - Other Contract Costs	1,707	1,200	507		3,600	2,400
Property Insurance	13,509	12,924	584		38,773	25,849
Liability Insurance	4,439	4,433	6		13,299	8,866
Workers Compensation	1,061	1,628	(567)		4,884	3,256
All Other Insurance	803	758	45		2,274	1,516
Other General Expenses	29,031	11,472	17,559		34,416	22,944
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	9,238	8,340	898		23,318	14,978
Bad debt - Tenant Rents	9,493	4,200	5,293		12,600	8,400
Interest Expense	8,273	6,634	1,639		19,522	12,888
Total Operating Expenses	<u>\$ 466,585</u>	<u>\$ 428,092</u>	<u>\$ 38,493</u>		<u>\$ 1,315,908</u>	<u>\$ 887,816</u>
Net Income (Loss)	<u>\$ 145,936</u>	<u>\$ 102,306</u>	<u>\$ 43,630</u>		<u>\$ 275,059</u>	<u>\$ 172,753</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending October 31, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 124,246	\$ 141,200	\$ (16,954)		\$ 423,600	\$ 282,400
Tenant Revenue - Other	9,743	16,525	(6,777)		44,750	28,225
Total Tenant Revenue	<u>\$ 133,994</u>	<u>\$ 157,725</u>	<u>\$ (23,731)</u>		<u>\$ 468,350</u>	<u>\$ 310,625</u>
HUD PHA Operating Grants	242,722	270,720	(27,999)		812,160	541,440
CFF Operational Income	110,220	-	110,220		-	-
Fraud Recovery and Other	3,508	4,144	(636)		14,567	10,423
Total Operating Revenue	<u>\$ 490,443</u>	<u>\$ 432,589</u>	<u>\$ 57,854</u>		<u>\$ 1,295,077</u>	<u>\$ 862,488</u>
Administrative Salaries	\$ 39,183	\$ 30,273	\$ 8,910		\$ 87,455	\$ 57,182
Auditing Fees	-	-	-		8,000	8,000
Management Fees	68,275	34,923	33,352		104,769	69,846
Bookkeeping Fees	5,438	5,640	(202)		16,920	11,280
Employee Benefits Contributions - Admin	19,063	11,714	7,349		34,552	22,838
Office Expenses	19,548	15,319	4,229		36,449	20,130
Legal	9,864	10,940	(1,076)		33,025	22,085
Travel	692	60	632		160	100
Other	7,243	-	7,243		325	325
Tenant Services - Other	3,107	2,685	422		8,010	5,325
Water	31,048	27,350	3,698		89,500	62,150
Electricity	28,060	28,600	(540)		99,200	70,600
Gas	5,909	5,000	909		51,000	46,000
Other Utilities Expense	50	880	(830)		4,580	3,700
Ordinary Maintenance and Operations - Labor	55,898	60,320	(4,422)		174,880	114,560
Ordinary Maintenance and Operations - Material	28,302	29,510	(1,208)		100,810	71,300
Ordinary Maintenance and Operations - Contrac	66,543	46,350	20,193		128,180	81,830
Employee Benefits Contributions - Ordinary	21,431	26,034	(4,604)		76,942	50,908
Protective Services - Other Contract Costs	560	300	260		7,780	7,480
Property Insurance	6,028	6,283	(255)		18,849	12,566
Liability Insurance	4,673	4,676	(3)		14,029	9,352
Workers Compensation	2,123	1,628	495		4,884	3,256
All Other Insurance	527	758	(231)		2,274	1,516
Other General Expenses	18,321	4,620	13,701		13,860	9,240
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	5,985	7,540	(1,555)		17,035	9,495
Bad debt - Tenant Rents	15,882	10,000	5,882		30,000	20,000
Interest Expense	1,889	1,515	374		4,457	2,942
Total Operating Expenses	<u>\$ 465,643</u>	<u>\$ 372,918</u>	<u>\$ 92,724</u>		<u>\$ 1,166,925</u>	<u>\$ 794,007</u>
Net Income (Loss)	<u>\$ 24,800</u>	<u>\$ 59,671</u>	<u>\$ (34,870)</u>		<u>\$ 128,152</u>	<u>\$ 68,481</u>

Lansing Housing Commission  
 Budget vs. Actual  
 AMP Consolidated  
 For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 537,620	\$ 569,328	\$ (31,708)		\$ 1,707,984	\$ 1,138,656
Tenant Revenue - Other	32,984	39,911	(6,927)		112,749	72,838
Total Tenant Revenue	<u>\$ 570,604</u>	<u>\$ 609,239</u>	<u>\$ (38,635)</u>		<u>\$ 1,820,733</u>	<u>\$ 1,211,494</u>
HUD PHA Operating Grants	1,249,508	1,393,636	(144,128)		4,180,908	2,787,272
CFF Operational Income	473,307	-	473,307		-	-
Fraud Recovery and Other	11,234	14,301	(3,067)		43,754	29,454
Total Operating Revenue	<u>\$ 2,304,653</u>	<u>\$ 2,017,176</u>	<u>\$ 287,477</u>		<u>\$ 6,045,395</u>	<u>\$ 4,028,220</u>
Administrative Salaries	\$ 114,512	\$ 124,676	\$ (10,164)		\$ 360,222	\$ 235,546
Auditing Fees	-	1,096	(1,096)		33,096	32,000
Management Fees	293,821	146,936	146,885		440,808	293,872
Bookkeeping Fees	23,883	23,730	153		71,190	47,460
Employee Benefits Contributions - Administrative	43,747	39,960	3,788		117,583	77,624
Office Expenses	66,330	50,526	14,804		146,672	96,146
Legal Expense	24,131	35,981	(11,850)		103,303	67,322
Travel	1,128	757	371		2,378	1,621
Other	19,809	13,094	6,715		25,567	12,473
Tenant Services - Other	8,936	11,685	(2,749)		28,810	17,125
Water	106,105	116,374	(10,269)		341,373	224,999
Electricity	69,917	65,630	4,287		215,391	149,761
Gas	15,007	33,518	(18,511)		196,820	165,302
Other Utilities Expense	739	6,336	(5,597)		32,200	25,864
Ordinary Maintenance and Operations - Labor	150,397	220,812	(70,415)		641,129	420,317
Ordinary Maintenance and Operations - Material	176,717	151,811	24,907		470,822	319,011
Ordinary Maintenance and Operations - Contract	286,778	248,912	37,866		781,930	533,018
Employee Benefits Contributions - Ordinary	67,933	99,155	(31,222)		293,250	194,095
Protective Services - Other Contract Costs	4,299	3,508	791		17,404	13,896
Property Insurance	40,061	39,136	926		117,408	78,272
Liability Insurance	16,905	16,913	(8)		50,738	33,825
Workers Compensation	7,151	6,516	635		19,548	13,032
All Other Insurance	2,675	3,032	(357)		9,097	6,065
Other General Expenses	90,921	69,160	21,761		207,480	138,320
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	34,377	33,010	1,367		87,419	54,409
Bad debt - Tenant Rents	33,293	19,037	14,256		57,109	38,072
Interest Expense	32,572	26,119	6,453		76,858	50,739
Total Operating Expenses	<u>\$ 1,731,147</u>	<u>\$ 1,607,419</u>	<u>\$ 123,728</u>		<u>\$ 4,947,606</u>	<u>\$ 3,340,187</u>
Net Income (Loss)	<u>\$ 573,506</u>	<u>\$ 409,757</u>	<u>\$ 163,749</u>		<u>\$ 1,097,789</u>	<u>\$ 688,033</u>

Lansing Housing Commission  
 Budget vs. Actual  
 COCC  
 For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 355,718	\$ 344,653	\$ 11,065		\$ 759,426	\$ 414,773
Bookkeeping Fees Income	23,882	23,732	150		71,190	47,458
Fraud Recovery and Other	28,469	46,488	(18,019)		101,970	55,482
Total Operating Revenue	<u>\$ 408,069</u>	<u>\$ 414,873</u>	<u>\$ (6,804)</u>		<u>\$ 932,586</u>	<u>\$ 517,713</u>
Administrative Salaries	\$ 100,477	\$ 104,612	\$ (4,134)		\$ 351,905	\$ 247,294
Auditing Fees	-	-	-		8,000	8,000
Employee Benefits Contributions - Admin	19,944	24,997	(5,053)		74,100	49,103
Office Expenses	5,730	12,307	(6,577)		35,335	23,028
Legal	771	1,000	(229)		3,000	2,000
Travel	1,090	8,800	(7,710)		16,500	7,700
Other	5,372	12,100	(6,728)		32,050	19,950
Tenant Services - Other	-	-	-		-	-
Water	223	476	(253)		1,428	952
Electricity	2,790	2,860	(70)		8,425	5,565
Gas	93	390	(297)		1,690	1,300
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	34	800	(767)		2,400	1,600
Ordinary Maintenance and Operations - Contract	1,922	4,456	(2,534)		13,088	8,632
Protective Services - Other Contract Costs	261	525	(264)		925	400
Property Insurance	639	1,380	(741)		4,141	2,760
Liability Insurance	226	466	(240)		1,397	931
Workers Compensation	454	1,328	(874)		3,984	2,656
All Other Insurance	1,504	3,193	(1,689)		9,579	6,386
Other General Expenses	27,503	15,478	12,025		62,314	46,836
Compensated Absences	-	-	-		-	-
Interest Expense	5,053	4,136	917		12,024	7,888
Total Operating Expenses	<u>\$ 174,086</u>	<u>\$ 199,303</u>	<u>\$ (25,217)</u>		<u>\$ 642,285</u>	<u>\$ 442,981</u>
Net Income (Loss)	<u>\$ 233,983</u>	<u>\$ 215,570</u>	<u>\$ 18,413</u>		<u>\$ 290,301</u>	<u>\$ 74,732</u>



Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending October 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 3,561,230	\$ 3,470,560	\$ 90,670		\$ 10,273,680	\$ 6,803,120
Other Revenue	189	-	189		-	-
Fraud Recovery and Other	1,096	2,000	(904)		6,000	4,000
Total Operating Revenue	<u>\$ 3,562,515</u>	<u>\$ 3,472,560</u>	<u>\$ 89,955</u>		<u>\$ 10,279,680</u>	<u>\$ 6,807,120</u>
Administrative Salaries	\$ 43,770	\$ 112,097	\$ (68,326)		\$ 323,834	\$ 211,738
Auditing Fees	-	-	-		40,000	40,000
Management Fees	61,896	60,450	1,446		181,351	120,901
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	18,893	37,447	(18,754)		112,010	74,563
Office Expenses	60,563	48,799	11,764		125,224	76,425
Legal Expense	-	-	-		-	-
Travel	11	210	(199)		250	40
Other	303	10,776	(10,473)		28,408	17,632
Tenant Services - Other	-	-	-		-	-
Water	75	160	(85)		480	320
Electricity	454	520	(66)		1,560	1,040
Gas	26	250	(224)		940	690
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	1,312	(1,312)		3,048	-
Ordinary Maintenance and Operations - Contrac	11,544	1,384	10,160		4,152	-
Protective services - Other Contract Costs	261	250	11		500	250
Property Insurance	-	-	-		-	-
Liability Insurance	5,295	5,253	42		15,759	10,505
Workers Compensation	1,404	1,616	(212)		4,848	3,232
Other General Expenses	8,980	9,060	(80)		25,380	16,320
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	3,035,150	3,099,308	(64,158)		9,297,924	6,198,616
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 3,248,424</u>	<u>\$ 3,388,891</u>	<u>\$ (140,467)</u>		<u>\$ 10,165,668</u>	<u>\$ 6,776,777</u>
Net Income (Loss)	<u>\$ 314,091</u>	<u>\$ 83,669</u>	<u>\$ 230,422</u>		<u>\$ 114,012</u>	<u>\$ 30,343</u>



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November 22, 2016

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**October 2016 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

There are 17 participants. Four (4) participants will be signing contracts in the month of November bringing the total to 21. Six (6) additional participants will be meeting with the FSS Coordinator to develop their Individual Training and Service Plan (ITSP) by mid-December which would build the program to 27 participants.

Additional outreach is continuing by sending documents with all annual re-certifications, as well as making documents available for walk-in participants. The FSS Coordinator attends all participant orientations to explain, in detail, the benefits of the FSS program, in hopes to gain more participants. This will continue until we achieve our goal of 38 total participants.

### **HCV Orientations:**

LHC had two (2) orientations during the month of September and issued 46 vouchers.

### **Waiting List:**

Zero (0) applications were pulled from the waiting list for the month of September. HCV staff is the final stages of processing the 200 applications which were pulled in the month of July. There are approximately 120 families out searching for approved housing.

### **Department Initiatives:**

There are 160 active participants in the HUD VASH Program. Sixteen Veterans are currently searching for housing and 145 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of October.

### **Voucher Utilization**





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September Voucher Program Total Units	1700
September Traditional HCV Utilization	1661
September % Utilized Units	98%

October Voucher Program Total Units	1700
October Traditional HCV Utilization	1682
October % Utilized Units	99%

#### **Voucher Disbursement**

HUD September HAP Disbursement	\$835,556
LHC August HAP/UAP Disbursement	\$806,950
% Voucher Funding Utilization	97%

HUD October HAP Disbursement	\$837,556
LHC October HAP/UAP Disbursement	\$819,714
% Voucher Funding Utilization	98%

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 100 units. The funding to pay for the increased utilization will come from HUD held reserves.

#### **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
N/A	15

##### **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 October, a quality control was conducted on nineteen (19) 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.







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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2017.

#### 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
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 zero (0) quality control inspections were conducted. A total of zero (0) 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







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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 (35) 24-hour deficiencies and (36) 30 day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC, but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment 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.

The 2016 FMR's were approved by the Board to take effect 10/01/2016.

#### 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 October, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10





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#### **Indicator 10- Correct Tenant Rent Calculation**

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

##### **Correct Tenant Rent**

PIC Scoring	Internal Scoring
5	5

#### **Indicator 11- Pre-Contract HQS Inspections**

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

##### **Pre-Contract HQS**

PIC Scoring	Internal Scoring
5	5

#### **Indicator 12-Inspections**

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

##### **Inspections**

PIC Scoring	Internal Scoring
10	10

#### **Indicator 13- Program Utilization**

The department utilization rate during this reporting period is 99%. 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





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#### **Indicator 14-Family Self Sufficiency**

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 17 slots/households or (44%) 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 eight (8) of 10 points.

#### **FSS Enrollment**

PIC Scoring	Internal Scoring
N/A	5

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 10/31/2016







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November 22, 2016

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**October 2016 Asset Management Monthly Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% (not including the modernization units) at the end of October. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 801 (with units in MOD) or 96% 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 97% at the end of October. There were two (2) households moved in, six (6) residents moved out, and zero (0) unit transfers. The UML was 196 which equals 97%.

**Hildebrandt Park occupancy** was 99% at the end of October (with units in MOD). There were five (5) households moved in, three (3) residents moved out, and zero (0) unit transfers. There were six (6) units in MOD status. The UML was 211 (with units in MOD) which equals 96%.

**LaRoy Froh occupancy** was 99% at the end of October (with units in MOD). There were four (4) households moved in, four (4) residents moved out, and three (3) unit transfers. There were six (6) units in MOD status. The UML was 210 (with units in MOD) which equals 99%.







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**South Washington Park occupancy** was 94% at the end of October (with unit in MOD status). There were eleven (11) households moved in, three (3) residents moved out, and zero (0) unit transfers. There was one (1) unit in MOD status. The UML was 184 (with unit in MOD) which equals 94%.

**OCCUPANCY:**

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	196	97%	2	6	0	0
Hildebrandt	220	211	96%	5	3	0	6
LaRoy Froh	213	210	99%	4	4	3	6
S. Washington	197	184	94%	11	3	0	1
<b>Totals</b>	<b>833</b>	<b>801</b>	<b>97%</b>	<b>22</b>	<b>16</b>	<b>3</b>	<b>13</b>

**Rent Collection:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 35,761.00	\$ 31,897.00	\$ 3,864.00	89%
Hildebrandt	\$ 34,538.00	\$ 35,029.00	\$ (491.00)	101%
LaRoy Froh	\$ 34,714.00	\$ 36,775.84	\$ (2,061.84)	106%
S. Washington	\$ 30,245.00	\$ 29,478.50	\$ 766.50	97%
<b>Totals</b>	<b>\$135,258.00</b>	<b>\$ 133,180.34</b>	<b>\$ 2,077.66</b>	<b>98%</b>





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### Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	4	2		4
Lease Violation (No Court action)	1			2
Evicted – Nonpayment Judgment		1	1	
Evicted – Nonpayment Writ Ordered but not executed			3	
Physical Eviction				
Criminal Activity				
Drug Activity				
Rent too high		1		
Transfer	1		3	
<b>Totals</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>6</b>

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

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3306 Waverly	Make Ready	Projected 11-17-16	3 families have been given offers.	Vacant 9-9-16 Death in contractor's family contributed to late start
3340 Waverly	Make Ready	Lease up 11-9-16	Yes	Vacant 10-1-16 Death in contractor's family contributed to late start
3400 Waverly	Lease Ready	Projected 11-14-16	Yes	Vacant Date: 9/9/16 Death in contractor's family contributed to late start
4343 Glenburne	Lease Ready	11-8-16	Yes	Vacant Date: 9/19
3101 Sheffer	Make Ready	Lease up	Yes	Vacant Date: 9/28







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		11-10-16		Death in contractor's family contributed to late start
3315 Westmont	Make Ready	Lease up 11-10-16	Yes	Vacant Date: 9/30 Death in contractor's family contributed to late start
3226 Waverly	Make Ready	12-1-16	No	Vacant Date: 10/13
3852 Waverly	Make Ready	12-1-16	Yes	Vacant Date: 10/21

#### Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
2153 Forest	Lease Ready	10-26-13	Yes	Vacant 10/7/2016
1946 Hoyt	Make Ready	11/10/2016	Yes	Vacant 10-17-16
1009 Shepard	Make Ready	11-28-16	No	Vacant 10-12-16
3118-E Turner	Make Ready	11-21-16	No	Vacant 10-17-16
319 Hylewood	MOD STATUS	11/7/2016	No	5 bed water restoration Vacant
315 Hylewood	MOD STATUS	11/7/2016	No	5 bed water restoration Vacant
422 Hylewood	MOD STATUS	11/30/2016	No	5 bed water restoration Vacant 8-29-2016
3112-A	Make Ready	11-28-16	No	Vacant Date:10-31-16

#### LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42600	MOLD UNIT			Vacant Date: 7-29-16
45022	MOLD UNIT			Vacant Date:
45018	MOLD UNIT			Vacant Date: 7-21-14

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting November 22, 2016

Monthly Asset Management Report October 2016

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56264	Make Ready	11-30-16	UT	Vacant Date: 8-24-16 Secured Contractor
8310	Make Ready	11-23-16	UT	Vacant Date: 10-3-16 Secured Contractor
113415	Make Ready	11-23-16	UT	Vacant Date: 10-3-16
155603	Make Ready	11-23-16	UT	Vacant Date: 10-3-16
72362	MOD			Vacant Date: 10-10-16
72530	Lease Ready	11/8	10/12	Vacant Date: 10-12-16
72402	Make ready	11-30-16	UT	Vacant Date: 10-21-16
83622	Make ready	By 12/9	10/26	Vacant Date: 10-27-16

**South Washington Park Vacant Unit Status:**

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
10104	Make Ready	11-18-16	N	Vacant date: 9-28-16
10211	Lease Ready	11-14-16	N	Vacant Date: 9-12-16
10214	Lease Ready	11-14-16	N	Vacant Date: 10-17-16
10227	Lease Ready	11-04-16	N	Vacant Date: 9-27-16
10324	Lease Ready	11-10-16	N	Had bed bug problem Vacant Date: 8-31-16
10504	Make Ready	11-28-16	N	Vacant Date: 9-30-16
10522	Make Ready	11-18-16	N	Vacant Date: 10-14-16
10525	Make Ready	11-18-16	N	Vacant Date: 10-12-16
10529	Lease Ready	11-10-16	N	Vacant Date: 9-9-16
2328 Clifton	Make Ready	11-1-16	N	Vacant Date: 9-28-16
2609 Dier	MOD	12-1-16	N	Vacant Date: 6-19-16
10406	Make Ready	11-30-16	N	Vacant Date: 10-31-16





Action Plan—Exhibit A to the Recovery Agreement between the Lansing Housing Commission and HUD

Item Number	Results and Determinations from Assessment	Desired Outcome	Statutory Measurement Baseline Data and PHAS Score as of 6/30/2014	Required PHAS Score	Target Accomplishment Date	Actual Accomplishment Date	Remedies
<b>AREA: GOVERNANCE</b>							
G001	The Board is ready, willing and capable to govern but is unable to provide sufficient oversight of the PHA's finances, budget, and use of funds as evidenced by the lack of financial reports, the PHA's failure to submit timely financial reports, and the PHA's failure to submit timely financial reports. The LHC has filed the PHA's financial reports with HUD. The PHA has not submitted financial information timely as required by regulation and statute since 2009.	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. PHA must have 13 points out of 25 to pass the Finance Indicator. PHA must have 13 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. PHA must maintain an occupancy rate of 96%.	Current Finance Score: 0 Current Mgmt Score: 17 Current Physical Score: 27 Current Occupancy Rate: 94% (23.0/15 met)	Required Finance Score: 15 Required Mgmt Score: 15 Required Physical Score: 25 Required Occupancy Rate: 96%	6/16/2016		If the Housing Commission fails to provide oversight and annual training, HUD will seek enforcement action under article XI of the agreement under article XI.
G002	The Housing Commission lacks the ability to effectively manage the LHC's finances as evidenced by the lack of financial management knowledge and leadership at the Commission, the inability to facilitate the preparation of statements and reports to permit timely and effective audits; in addition, to its failure to maintain a complete and accurate general ledger.	a) The Board provides adequate oversight of the Housing Commission's financial statements by reviewing the FY 2015 FASS score. b) The Board identifies Members to "specialize" in reviewing financial reports, and providing feedback about finances to the balance of the Board. Meaningful financial reports with an emphasis on FASS and cash flow, are provided to the Board at least 10 days prior to the monthly meeting. c) The Board reviews the annual audit and tracks required correction of findings and management letter issues. d) The Commission provides updated financial policies and written procedures to HUD and will incorporate recommendations identified in the financial review conducted by the Departmental Enforcement Center (DEC).	Current QR Score: 0 Current Mgmt Score: 0 Current DSCR Score: 0	Minimum QR Score: 7.2 Minimum MGMT Score: 6.6 Minimum DSCR Score: 1	01/30/2016 05/31/2016 07/31/2016		If the Housing Commission fails to show substantial improvement the Department will consider administrative sanctions as provided in the ACC and Section QJ of the Housing Act.
<b>AREA: FINANCE</b>							
F001	The Commission has not received a standard financial score since 2011. The Housing Commission lacks the ability to effectively manage the LHC finances, as evidenced by the inability to submit timely financial reports, the PHA's failure to submit timely and effective audits resulting in LHC receiving Late Penalties (LCP) during a FASS score of 0 for three consecutive reporting periods, FY 2012, FY 2013 and FY 2014.	a) The Executive Director and financial management staff will be trained in financial management. b) Monthly financial statements including a year-to-date budgeted to actual revenue and expense statement and balance sheet should be prepared for each ADR and Program area for the Board meeting and the ADR prepared for each ADR and Program area for the Board meeting and the ADR. c) The Commission must provide monthly reports to HUD by the 20th of the succeeding month showing assets and liabilities, and must also include its year to date balance sheet, revenue and expense statement, and statement of cash flows. All monthly reports must contain a comparison of budgets to actual costs. d) PHA must submit audit to the business of the year.					

Item Number	Results and Determinations from Assessment	Desired Outcome	Stairway Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies
			Baseline Data and PHAS Score as of 6/30/2014	Required PHAS Score			
		fiscal year and submit the respective Board resolution form to the HUD Field Office prior to the beginning of the fiscal year. e) Complete bank reconciliations by the 12th of the succeeding month. f) Unaudited financials are submitted no later than 2 months after the Commission's fiscal year end. g) Audited financials are submitted that audited financial statements within 9 months after its fiscal year end. h) The PHA receives a standard FANS score considers a reasonable plan to achieve and sustain Standard Performer performance scores in FANS.	Current QR Score: 0 Current Mear Score: 0 Current DSCR Score: 0	Minimum QR Score: 2 Minimum Mear Score: 6.6 Minimum DSCR Score: 1	a) 3/31/2016 b) 6/30/2016 c) 4/30/2016	If the Housing Commission fails to provide the required reports, the Department will consider administrative sanctions as provided in the ACC and Section 6(j) of the Housing Act.	
F002	The Housing Commission lacks effective internal financial controls. The Housing Commission does not have effective internal controls, as evidenced by the Executive Director's lack of knowledge of the Housing Commission's day-to-day finances leading to an excessive number of unpaid invoices and extremely low reserves.	a) The Housing Commission effectively creates, executes, and maintains plans, policies, and written financial procedures, including a cost allocation plan, that result in an efficient internal controls process as corroborated in annual independent audit b) Document that internal controls have been instituted, all staff have been trained on these internal controls, and that said controls are sustainable. This is to include improvement in vendor payment documentation, quality controls, personnel costs, other contract administration, etc. c) Increase reserves at all AMPs by increasing occupancy to 96% and analyze expenses to achieve all cost savings possible.	Current QR Score: 0 Current Mear Score: 0 Current DSCR Score: 2	Minimum QR Score: 2 Minimum Mear Score: 6.6 Minimum DSCR Score: 1	a) 5/31/2016 b) 6/30/2016 c) immediately and ongoing	If the Housing Commission fails to ensure that internal controls are properly instituted as evidenced by independent audit and the HUD Field Office, the Department will consider administrative sanctions as provided in the ACC and Section 6(j) of the Housing Commission, no later than December 31, 2016.	
F003	FSS escrows are not being tracked accurately and files do not contain adequate supporting documentation.	The Executive Director needs to set up a system whereby the Finance Division and the FSS coordinators meet on a quarterly basis to review the FSS participant's escrow account and to make any necessary adjustments. The outcome of each of these meetings should be documented in the tenant and financial files.			3/31/2016		
AREA: MANAGEMENT							
M001	Based on the historical review of its occupancy rates of its public housing portfolio, the Housing Commission lacks capacity to manage its public housing units effectively.	a) The Executive Director enhances the housing commission's team knowledge, skills and abilities of the PH program area to effectively manage the LHC's entire Public Housing inventory via a training plan. b) The Housing Commission will adopt a timeline to re-occupy or demo/diapo vacant units as of the date of this executed agreement. Each vacant unit will require a target date for occupancy or re-occupation and the identification of funding to ensure the Housing Commission has allocated appropriate resources to the plan.	Current occupancy score 94.0%	Increase Occupancy rate to 96%	a) 6/30/2016 b) 3/31/2016	If the LHC does not improve its occupancy rate, as a consistent monthly basis, the PHA will work the Department to consider alternatives including but not limited to securing a private management firm to oversee its PH program.	
M002	The Housing Commission has failed to institute the required asset management model that includes project-based funding, project-based budgeting, project-based accounting, project-based management, and project-based performance assessment.	a) The Executive Director will provide the board an organizational structure with revised position descriptions and performance criteria that provides for project based budgeting, project based accounting, project based management and project based performance metrics. b) Ensure performance evaluations are conducted for each employee in accordance with LHC policy.		Adopt organizational structure and performance requirements of LHC staff.	a) 6/30/2016 b) 9/15/2016		

## Recovery Agreement Action Plan--Draft 07/10/2015

5

Comments/Accomplishments	Additional Documentation Required - Monthly reports
The board has completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015. LHC provided a thorough response to this goal in October Recovery Response. We look forward to feed back on this score. There is no additional information from the Board Members but the board is working on including first facts about LHC, an overview of LHC programs, acronym, budget and services. 4 out of the 5 Board members participated in Strategic	





Comments/Accomplishments
<b>Additional Documentation Required</b> - The Executive Director report on, and includes with the Action Plan, a copy of the monthly occupancy reports, cash flow statements and budget to actual financial statement provided to the Board for review. The information should reflect both AHG and provide an action plan to mitigate financial losses at the project level.
<b>Additional Documentation Required</b> - Since the ultimate goal of recovery is to return the PHA to the status of at least a standard performer, and for the PHA to sustain that recovered condition going forward the Commission needs to report on its plans to develop and implement such a Sustainability Plan, in cooperation with the local private sector and other community partners that support the PHA's mission of delivering sustainable performance of the PHA. The Plan should identify actions and controls that will ensure that the PHA will not revert to its former condition.



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**LHC Board  
Sign-In Sheet  
Date of Meeting: November 22, 2016**

Name	Organization	Phone #	E-mail
Sonya Morrisox	LHC	(517) 853-3067	Sonyam@lanshc.org
Kim Shirey	LHC	487-0242	Kims@lanshc.org
Lisa Passes	LHC	517-487-9847	Lsp@lanshc.org
Edward Forrest	LHC	517-853-3068	Edwardf@lanshc.org
Kimberly Gillespie	LHC	(517) 862-0839	king@lanshc.org
ANDREA BAILEY	LHC LPH	517 574 8999	ANDREAB@lanshc.org
Marvin Ellis	LHC	517 230 1332	marvine@lanshc.org

