



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

Agenda
Lansing Housing Commission
October 22, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of September 24, 2014
4. Action Items.
 - a) Resolution No. 1216 – Approval of Auditor-Plante & Moran
 - b) Resolution No. 1217- Approval to Amend and Extend Contract with Emerge CPA
 - c) Resolution No. 1218 – Approval of EIV Policy
 - d) Resolution No. 1219 – Approval of LHC's Action Plan to Address FY2013 Audit
 - e) Resolution No. 1220-Board Officer Elections
5. Informational Items
 - i. 2013 Audit Update
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report - Janel McLeod
 - i. Mt. Vernon & Scattered Sites AMPs 102 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.
10. Adjournment





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**Minutes of the September 24, 2014
Lansing Housing Commission Meeting**

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

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, and Koppelman-Helvey. Commissioner Beverly arrived at 6:00 p.m.

GUESTS: Sedrick Blake, Emerge Accounting

STAFF: Patricia Baines-Lake Edward Forrest
Melissa Witt Porsha Bale
Ramiro Salazar

Commissioner Koppelman-Helvey moved and Commissioner Frens 2nd a motion to approve the minutes of the August 27, 2014 Board Meeting. **The Motion was approved by all members present.**

Commissioner Frens moved and Commissioner Koppelman-Helvey 2nd a motion to approve Resolution No. 1210-Approval Resident Write-Offs August 1, 2014 to August 31, 2014.

The Motion was approved unanimously.

Commissioner Frens moved and Commissioner Koppelman-Helvey 2nd a motion to approve Resolution No. 1211-Approval Budget Amendment 2015-01. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Koppelman-Helvey 2nd a motion to approve Resolution No. 1212-Approval Capitalization Policy. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution No. 1213-Approval Procurement Policy. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to go into closed session at 6:15 including the HR Generalist to complete the Executive Director's performance review. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Koppleman-Helvey 2nd a motion to come out of closed session at 6:26. **The Motion was approved unanimously.**

Commissioner Koppleman-Helvey moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1214 a one year contract for the Executive Director. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

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

Executive Director Baines-Lake discussed the response provided to Claunella Richardson, (Detroit Field Office - Financial Analyst) regarding LHC's progress in completing the items contained in HUD's 2013 Financial and Technical Assistance Review. This letter and the steps taken by staff to address the issues cited have been an ongoing discussion at the Finance Committee Meetings. Sederick Blake of Emerge Accounting discussed the proposed format for LHC finance reports starting with the October reports.

President Baltimore commented about the significant milestone achieved with the completion of an agreed upon format to be used for finance reports commencing with the October report.

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



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October 22, 2014

**Lansing Housing Commission
419 Cherry Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to Execute a Contract with Plante & Moran, PLLC For Audit Services-
Resolution No. 1216**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1216, which authorizes the Executive Director to enter into a contract with Plante & Moran, PLLC & to provide audit services to LHC.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests Board approval to execute a contract with Plante & Moran, PLLC for completion of financial audits for June 30, 2014, June 30, 20145 and June 30, 2016.

BACKGROUND:

LHC received eight Audit Proposals - Plante & Moran, PLLC, Abraham & Gaffney, Andrews Hooper Pavlik, Barry Gaudette, Maletta & Company, Rehmann, Velma Butler and Zenk & Company. LHC narrowed the proposals down to the top four (4) candidates and requested Best and Final Offers. After completing an evaluation of the best and final offers LHC staff determined Plante & Moran, PLLC was the preferred audit firm. Therefore, we are recommending the commission enter into a contract with Plante & Moran, PLLC for 2014, 2015 and 2016 audit services based on the respondent's price, responses, experience and overall qualifications. A thorough evaluation of Plante & Moran, PLLC was conducted. Client references were contacted, and feedback from those references was positive.



FINANCIAL CONSIDERATIONS:

Plante & Moran, PLLC

Financial Audit FY2014: Year 1	\$ 43,000.00
Financial Audit FY2014: Year 2	\$ 44,700.00
Financial Audit FY2014: Year 3	\$ 46,500.00
Total	\$134,200.00

This contract will be funded out of LIPH, HCV and COCC funds.

POLICY CONSIDERATIONS:

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

Respectfully submitted: _____


Patricia Baines-Lake, Secretary





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

Resolution No. 1216

Adopted by the Lansing Housing Commission

October 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity, as Executive Director or her designee, is authorized to enter into a contract with Plante & Moran, PLLC. The service to be provided under the contract is completion of LHC's Annual Certified audits, REAC submissions and attestation procedures related to audited financial information electronically submitted to the U. S. Department of Housing and Urban Development. The contract is for an initial term of one year with 2 one year renewal options covering audits for Fiscal Years ending June 30, 2014, June 30, 2015 and June 30, 2016.

The Contract Amount is as follows:

Year 1	\$ 43,000.00
Year 2	\$ 44,700.00
Year 3	\$ 46,500.00
Total	\$134,200.00

The contract will be funded by spreading the cost across the AMPs, the Housing Choice Voucher Program, and the Central Office Cost Center.


Chair

Yeas 3

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1216
Date Adopted: 10/22/2014





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October 22, 2014

**Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to Modify the Contract with EMERGE CERTIFIED PUBLIC
ACCOUNTANT'S for Fee Accounting Services- Resolution No. 1217**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1217, which authorizes the Executive Director or her designee to amend the existing Contract with Emerge Certified Public Accountants to include operating LHC's Finance Division.

CONTACT PERSON:

**Patricia A. Baines Lake
Executive Director
517.372.7996**

SUMMARY:

This resolution requests your approval to amend the Contract with Emerge Certified Public Accountants to include managing the day to day operations of the Finance Division for Commencing October 23, 2014 – October 31, 2015 with three (3) renewal options. Option one - November 1, 2015 – October 31, 2016. Option 2 – November 1, 2016 – October 31, 2017. Option 3 – November 1, 2017 - June 30, 2018.

BACKGROUND:

LHC received three Fee Accountant Proposals one from Emerge Certified Public Accountants, Toski & Company, and Emphasys Software. Each of the respondent's submittals included costs for "additional services." Staff recommended Emerge Certified Public Accountants as the respondent's price was the most reasonable for fee accountant services and "additional services" based on our internal estimate of costs and comparatively speaking.

To address the Annual Certified Audit findings and the results of HUD's Financial and Technical Assistance Review LHC has determined the appropriate Management Improvement is to employ a Fee Accountant to operate the finance Division. As such,



staff proposes expanding the services listed under the original request for proposals to include "other services" at a negotiate rate (less that the hourly "other services rate") as noted in all of the original proposals.

The recommended fee accountant's office is located out of state. LHC is requiring the Fee accountant to employ one person on-site at the Lansing Housing Commission as a part of this contract. In addition, this contract envisions the Fee accountant assisting with the hiring and training of a Finance Director. This hire is anticipated at the end of the 3rd year of the contract. Emerge accounting is expected to provide technical assistance to the "new Finance Director" and transition the accounting operations in-house during the final eight (8) months of the contract.

FINANCIAL CONSIDERATIONS:

The modified cost of all Fee Accounting services is:

Initial Term: October 23, 2014 – October 31, 2015: Hourly rate -150.00/hour, not to exceed \$165,000.00.

	\$ 85,000 All Finance Services \$7,083 Monthly
	\$ 50,000 On-site staffing
	\$ 30,000 Travel – On-site two (2) times per month
Total	\$165,000

Option 1: November 1, 2015 - October 31, 2016: Hourly rate \$155.00, not to exceed \$155,000.00

	\$ 85,000 All Finance Services
	\$ 50,000 On-site staffing
	\$ 20,000 Travel – On-site one times per month
Total	\$155,000

Option 2: November 1, 2016 - October 31 2017: Hourly rate \$160.00, not to exceed \$155,000.00

	\$ 85,000 All Finance Services
	\$ 50,000 On-site staffing
	\$ 20,000 Travel on Site one times per month
Total	\$155,000

Option 3: November 1, 2017 - June 30, 2018: Hourly Rate \$160.00, not to exceed \$40,000.00.

	\$ 32,000 All Finance Services
	\$ 8,000 Travel On-site three times during contract period
Total	\$ 40,000

NOTE: The cost of this contract is less than the amount currently paid to operate the Finance Department.

This contract will be funded out of Capital Fund Management Improvement Funds.

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines Lake, Secretary





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Resolution No. 1217

Adopted by the Lansing Housing Commission

October 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity as Executive Director or her designee, is authorized to amend the Fee Accounting Contract with Emerge Certified Public Accountants. This amendment requires Emerge Certified Public Accountants to perform all of LHC's Finance Services for an initial term of 1 year, October 23, 2014 – October 31, 2015 with the option of renewing the contract annually for an additional 2 years and 8 months.

The amount of this contract including all expenses is not to exceed \$530,000, \$165,000 - year one, \$155,000 - year two, \$155,000 - year 3 and \$40,000.00 for the last 8 months of the contract.

This contract will be funded out of Lansing Housing Commission's Capital Fund Budget Line Item 1408, which is designated for Management Improvements.


Chair

Yeas 3

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1217
Date Adopted: 10-22-14





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October 22, 2014

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Enterprise Income Verification ("EIV") - No. 1218

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1218 – LHC's Enterprise Income Verification which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, to implement the attached Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution provides policy direction for implementing HUD's EIV confidentiality protocol.

BACKGROUND:

The U. S. Department of Housing and Urban Development ("HUD") issued the final rule Entitled Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Program: Implementation of the Enterprise Income Verification (EIV) System – Amendments on December 29, 2009. This rule requires PHAs to use the EIV system in its entirety to verify tenant employment and income.

In accordance with 24CFR 5.236 the LHC is required to provide guidance and training to staff who utilize the Enterprise Income Verification ("EIV") System to verify income. This policy meets HUD's requirement.

FINANCIAL CONSIDERATION:

There are no financial considerations attached to this resolution.



POLICY CONSIDERATIONS:

The Board is charged with the responsibility of providing governance for the LHC.
Approval of this Policy fulfills the Board's fiduciary responsibility.

Respectfully Submitted,



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





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Resolution No. 1218

Adopted by the Lansing Housing Commission

October 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity, as Executive Director or her designee, is authorized to immediately implement LHC's Enterprise Income Verification ("EIV") Policy.


Chair

Yeas 3

Nays —

Abstentions —

Attest


Secretary

For Clerks Use Only

Resolution No: 1218
Date Adopted: 10/22/2014



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

**Lansing Housing Commission
Policy No. 2014-3**

**POLICY AND PROCEDURES FOR COMPLIANCE WITH Notice PIH 2010 -19 (HA)
Mandated Use of the Enterprise Income Verification (EIV) System**

Purpose

In accordance with 24CFR 5.236 the purpose of this policy is to provide guidance to staff who utilize the Enterprise Income Verification ("EIV") System to verify income.

Background

The U. S. Department of Housing and Urban Development ("HUD") issued the final rule Entitled Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Program: Implementation of the Enterprise Income Verification (EIV) System – Amendments on December 29, 2009. This rule requires PHAs to use the EIV system in its entirety to verify participant employment and income.

The EIV System

The EIV System is a web-based application. It provides employment, wage, unemployment compensation and social security benefit information of participants who participate in the Public Housing and Section 8 programs under the ("HUD") Office of Public and Indian Housing (PIH). Information in EIV is obtained from data provided by HUD in conjunction with the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS).

HUD Requirements for PHAs

PHAs who utilize the EIV system are required to provide:

- 1) Staff Training
- 2) System Security and data security
- 3) Monitoring
- 4) Reporting

Security

All LHC staff (including LHC-hired management agents), who have a need to access the EIV system must complete and submit the EIV Authorization Form & Rules of Behavior and User Agreement to their designated EIV Coordinator in the local HUD office.

LHCs user's access must be approved by the Executive Director or designee. LHC staff who will not need direct access to the system, but will have access to EIV data must have a completed Access form maintained in LHC's EIV file. Based on HUD

guidance these user access forms are not submitted to the local HUD office for this type of access).

In order to meet HUD EIV Security requirements LHC will:

- Maintain copies of the User Authorization Forms and Certifications of Completions for all users.
- Ensure all EIV users complete Security Awareness training.
- Conduct annual reviews of User IDs and update any access changes in HUDs Secure System.
- Ensure all EIV Authorized Users complete annual security awareness training.
- Report any evidence of unauthorized access or known security breaches to HUD immediately.

Privacy Protection Policy – for protection of data retrieved from EIV

1. LHC will use EIV resident data to verify eligibility for participation in Public Housing and Housing Choice Voucher Programs and to determine assistance eligibility.
2. LHC will protect EIV System Data to ensure the information is only used for official purposes and not disclosed in any way that would violate the privacy of the individuals.
3. In compliance with HUD requirements, LHC will
 - A. Enforce security procedures
 - B. Keep individual participant information secured and not accessible to the public.
 - C. Keep EIV general information reports secured and not accessible to the public.

LHC will safeguard the integrity of participant EIV information by the following process:

1. All employees issued keys to access area or file cabinets which contain participant EIV information will complete a form acknowledging receipt of keys. A log will be kept showing name and date that the key was issued and the date that the key is returned.
2. Work area of staff authorized to research and download EIV reports and other privacy-sensitive information will be shielded from the public.
3. Unauthorized LHC staff will not have access to work station or computer of any authorized staff.
4. LHC staff will not leave resident files on counters and desk tops or leave computer screens open with sensitive data unattended. Files will be locked in desk or file cabinets and computer screens cleared before staff leaves his/her desk for any reason.
5. LHC staff will remove EIV printouts from printer immediately.
6. LHC staff will ensure that resident files are locked in the file room at the close of each business day.

7. Security procedures will be reviewed with staff on a yearly basis to safeguard against laxity and breaches.

Monitoring Participant Data

LHC will use all features of the EIV system to:

- a. Verify participant employment and income information during mandatory reexaminations of family composition and income in accordance with 24 CFR §5.236, and HUD administrative guidance; and
- b. Reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.
- c. LHC will monitor the "Debts Owed Module" by completing the search of former program participants during the new admission process.

At the scheduled reexamination appointment LHC staff will access the EIV system and obtain an Income Report for that household. LHC will maintain the Income Report in the participant file along with the form HUD-50058 and other documentation supporting income and rent determinations for all mandatory annual reexaminations of family income and composition.

If the EIV Income Report does not contain any employment and income information for the family, LHC will attempt the next lower level verification technique, as noted in Notice PIH 2010 - 19 (HA). Subject: Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System.

The Verification Hierarchy: LHC shall begin with the highest level of verification techniques. If the EIV Income Report does not contain any employment and income information for the family, staff will attempt the next lower level verification technique, as noted in the below chart.

Level	Verification Technique	Ranking
6	Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) System (not available to income verifications of applicants)	Highest (Mandatory)
5	Upfront Income Verification (UIV) using non-HUD system	Highest (Optional)
4	Written third Party Verification	High (Mandatory to supplement EIV-reported income sources and when EIV has no data; Mandatory for non-EIV reported income sources; Mandatory when participant disputes EIV-reported employment and income information and is unable to provide acceptable documentation to support dispute)

3	Written Third Party Verification Form	Medium-Low (Mandatory if written third party verification documents are not available or rejected by the PHA; and when the applicant or participant is unable to provide acceptable documentation)
2	Oral Third Party Verification	Low (Mandatory if written third party verification is not available)
1	Participant Declaration	Low (Use as a last resort when unable to obtain any type of third party verification)

Note: This verification hierarchy applies to income determinations for applicants and participants. However, EIV is not available for verifying income of applicants.

LHC will review the following EIV reports monthly to ensure we are aware of potential subsidy payment errors.

1. Deceased Participants Report
2. Identity Verification Report
3. Immigration Report

LHC will work to resolve any discrepancies within the next quarter. We will maintain copies of these reports and copies of attempts to resolve issues in a file or EIV binder. LHC shall address the substantial difference discrepancy of \$2400 annually.

To ensure we are aware of potential subsidy payment errors, LHC will monitor the following EIV reports on a quarterly basis:

1. Income Discrepancy Report resolve \$2,400 plus discrepancy
2. Multiple Subsidy Report
3. New Hires Report (if your agency has an interim increase policy)

We will work to resolve any discrepancies within the next quarter and maintain copies of these reports and copies of attempts to resolve issues in a file or EIV binder.

Reporting Participant Data

LHC shall meet the Participant Data Reporting Requirement compliance by reporting:

1. Timeliness of the required HUD Form 50058 submission
2. Updating the "Debts owed PHA" Module in the EIV System.

LHC shall meet the file documentation requirement to demonstrate compliance with mandated use of EIV as a third party source to verify participant employment and income information by completing the following for the HUD-50058 submissions:

A. For each new admission (form HUD-50058 action type 1), LHC is required to have the following documentation in the participant file:

- i. The EIV Income Report to confirm/validate family-reported income within 120 days of the PIC submission date; and
- ii. Print and maintain a copy of the EIV Income Report in the participant file; and
- iii. Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.(substantial difference \$2400 annually)
- iv. Check the debts owed report

B. For each historical adjustment (form HUD-50058 action type 14), LHC is required to have the following documentation in the participant file:

- i. The EIV Income Report to confirm/validate family-reported income within 120 days of the PIC submission date; and
- ii. Print and maintain a copy of the EIV Income Report in the participant file; and
- iii. Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.(substantial difference \$2400 annually).

C. For each interim reexamination (form HUD-50058 action type 3) of family income and composition, LHC is required to have the following documentation in the participant file

- i. ICN Page when there is no household income discrepancy noted on the household's Income Discrepancy Report tab or Income Discrepancy Report. LHC will print the ICN page of the EIV Income Report.

Summary Report	Income Report	Income Discrepancy Report
No Income Discrepancy Report is available for the household.		

Note: The ICN Page is available from the Summary Report tab. See sample screen shot below:

[Print All](#)

Summary Report		Certification Page	Income Report	Income Discrepancy Report		
Head of Household Identifiers						
Name:	MIKILA					
Social Security Number:	***-**-****					
Date of Birth (mm/dd/yyyy):	XX/XX/1989					
Program Type:	Sec 8 Vouchers					
Project:						
Unit Address:						
Participant Code:						
Annual Reexamination Date:	05/01/2010					
Tenant Data from Form 50058 as of:	10/20/2009					
Most Recent Type of Action:	3-Interim Reexamination					
Effective Date:	10/01/2009					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
-**-*	MIKILA		XX/XX/1989	20	Head	Verified
-**-*	MALAYA		XX/XX/2009		Other youth under 18	Verified
The month and day values in the Date of Birth field have been masked for security reasons						
<input type="button" value="Provide ICN"/>					Click here to generate Identity Profile for NIIS.org	
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - H18XXX NICOLE X FAISON						

- ii. EIV Income Report when there is an income discrepancy noted on the household's Income Discrepancy Report tab or Income Discrepancy Report. See sample screen shot below.

Summary Report		Income Report	Income Discrepancy Report
Head of Household Information			
Name:	DEBRA		
Social Security Number:	***-**-****		
Program Type:	Public Housing		
Project:			
Effective Date of Action:	03/10/2009		
Annual Reexamination Date:	02/01/2010		
Projected Annual Wages and Benefits from Form HUD-50050:	\$8,328.00		
Period Of Income for Discrepancy Analysis	12/10/2007 - 12/09/2008		
Discrepancy Analysis	Actuals	Annualized Last Quarter	
Reported Annual Wages and Benefits from EIV Data:	\$24,919.06	\$26,131.00	
Amount of Annual Income Discrepancy:	(\$16,591.06)	(\$17,803.00)	
Amount of Monthly Income Discrepancy:	(\$1,382.59)	(\$1,483.58)	
Percentage of Income Discrepancy:	(66.58%)	(68.13%)	
Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - H18XXX NICOLE X FAISON			

- D. For each annual reexamination of family income and composition, the LHC must have the following documentation in the participant file:

- i. No Dispute of EIV Information: EIV Income Report, current acceptable participant-provided documentation, and traditional third party verification form(s)
- ii. Disputed EIV Information: EIV Income report, current acceptable participant-provided documentation, and/or traditional third party verification form(s) for disputed information.
- iii. Participant-reported income not verifiable through EIV system: Current participant-provided documents, and if necessary traditional third party verification form(s).

LHC shall meet the required updating of Participant Debts Owed Module in EIV in the following manner.

- Ensure that that all household members have current Form 9886 signed in their file
- Ensure that all files have required signed documentation by participants relating to the update of data into the EIV Debts Owed Module
- Ensure that any information entered into the Debts Owed Module has supporting documents of the 30 notice to participant as it relates to the debts owed input.



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**Lansing Housing Commission
POLICY AND PROCEDURES FOR COMPLIANCE WITH Notice PIH 2010 -19 (HA)
Mandated Use of the Enterprise Income Verification (EIV) System**

Acknowledgment of EIV Policy Training and EIV System Update Training

I have attended the Updated EIV System HUD training and received training on LHC's new EIV Policy. I understand the LHC EIV Policy and the HUD training. I agree to abide by LHC's policy and HUD's EIV rules as presented in the training.

Employee Signature

Date

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



"Equal Housing Opportunity"



Lansing Housing Commission
Acknowledgement of EIV Policy & EIV System Training
Policy 2014-3 Resolution No. 1218



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October 22, 2014

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Lansing Housing Commission's Action Plan to Address FY2013
Financial Statements and Independent Auditor's Finding-Resolution No. 1219**

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1219 which adopts the Action Plan to address the audit findings as detailed in LHC's FY2013 Annual Certified Audit.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution details an Action Plan which is designed to address the Audit Findings as detailed in the A-133 Report of the FY2013 Certified Audit

BACKGROUND:

Yeager & Boyd prepared the FY2013 Financial Statements of LHC. Included in their report was audit **Finding 13-01 (Material Weakness)** which stated: "General ledger accounts should be reconciled on a regular basis to ensure accurate financial records and reports. The auditor recommended the Commission adopt policies and procedures to ensure that general ledger accounts are reconciled on a periodic basis. The reconciliations should be reviewed by the appropriate level of management to ensure they are correct and completed in a timely manner. In addition all audit adjustments should be posted and the beginning balances for the fiscal year end June 30, 2014 should agree with the audit report. "

LHC responded: "The Commission hired a fee accountant in December 2013. The fee accountant is helping the commission develop policies and procedures to ensure the general ledger accounts are reconciled on a periodic basis. The fee accountant will oversee the Finance Division's construction of monthly financial statements and advise on all matters related to the general ledger. The financial statement will be reviewed by the Executive Director and presented to the Board of Commissioners at the regular



board meetings. Patricia Baines-Lake expects this finding to be cleared by the end of the current fiscal year.”

This finding resulted in a PHAS score of 0 in the Financial category.

Finding 13-02 (Material Weakness - Recommended “... the Commission develop procedures for charging the costs to the AMP incurring the costs. Detailed purchase order and invoice records should be kept by the AMP.”

LHC responded: “The Commission will implement procedures in order to ensure each expenditure is charged to the AMP actually receiving the services provided by the expenditure. Patricia Baines-Lake expects this finding to be cleared by the end of the current fiscal year.”

Finding 13-03 (Significant Deficiency) Recommended: “... the Commission implement an improved monitoring system over interprogram and operating cash balances.

LHC responded: “...Working with the new fee accountant the Commission will establish separate accounts for each program to eliminate all interprogram due to and due from accounts. Patricia Baines-Lake, Executive Director has assumed the responsibility of implementing an improved monitoring system and expects the system to be executed by the end of the current fiscal year.”

ACTION PLAN:

The following steps have been taken to ensure that all findings are both resolved and prevented from reoccurrence:

Staff is requesting board approval to outsource the entire financial operations to Emerge Certified Public Accounts. This firm is an expert in HUD accounting requirements, record keeping and financial reporting requirements. This change in the Finance Division will allow LHC to swiftly and accurately correct all findings.

The Executive Director will monitor progress and manage the fee accountant contract. In addition the Board finance sub-committee will also meet with the Executive Director and Fee Accountant on a regular basis to monitor progress towards resolving Findings, 13-01, 02 and 03.

FINANCIAL CONSIDERATION:

There are no financial considerations attached to this resolution. There are financial considerations reflected in the resolution requesting approval to amend the Fee Accountant services which is the principal method for implementing this Plan.

POLICY CONSIDERATIONS:

The Board is charged with the responsibility of providing governance for the LHC. Approval of this Action Plan (for staff to implement) fulfills the Board's fiduciary responsibility to insure LHC addresses operating problems and is properly governed.

Respectfully Submitted, _____


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





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

Resolution No. 1219

Adopted by the Lansing Housing Commission

October 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity, as Executive Director or her designee, is authorized to immediately implement the Action Plan designed to address Findings 2013-01-02, and 03 as contained in the 2013 Certified Annual Audit prepared for the Lansing Housing Commission by Yeager and Boyd LLC.


Chair

Yeas 3

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1219
Date Adopted: 10/22/2014



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

Resolution No. 1220

Adopted by the Lansing Housing Commission

October 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Tony Baltimore is elected President of Lansing Housing Commission Board of Commissioners. Greg Frens is elected Vice President Lansing Housing Commission Board of Commissioners. Patricia Baines-Lake will continue to serve as Secretary to the Board of Commissioners.

Yeas 4

Nays 0

Abstentions 0

Attest

For Clerks Use Only

Resolution No: 1220
Date Adopted: October 22, 2014





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

October 22, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report September 2014 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. 100 files were drawn down in September. 100% of all waitlist files are being audited.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed four (4) QC reviews of unit rents in September. The QC review indicated 100% of the rents approved by LHC in September met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed two (2) QC file reviews on non-waitlist participant files in September. Zero (0) errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero QC inspections were completed in September.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited thirteen (13) 24-hour HQS deficiencies in the month of September. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.

Respectfully submitted,


Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Jul-14	Aug-14	Sep-14
TOTAL NEW LEASES	4	2	0
Total Move-outs	11	4	6
Net	-7	-2	-6
Number of Applicants on Voucher Wait List	570	570	470
Number of Applicants Pulled from Wait List	0	0	100
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	0
Total Resident Change of Units (transfers)	4	14	10
TOTAL RECERTIFICATIONS DUE BY MONTH	180	157	97
Annual Recertifications Completed	171	132	85
Annual Delinquent Reexaminations	0	0	0
Interims Completed	112	107	84
TOTAL INSPECTIONS DUE BY MONTH	156	143	140
Annual HQS Inspections Completed	149	125	161
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	15	10	25
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	34
Total # of HCV Accts. Rec.	4	5	5
Monthly Total Amount Owed	\$ 1,167.00	\$ 1,243.00	\$ 2,336.03
Monthly Total Amount Collected	\$ 233.00	\$ 475.00	\$ 411.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1445	1441	1431
% UTILIZED UNITS	85.0%	84.8%	84.2%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	58	58	58
VASH Voucher Utilization	106	106	108
Permanent Supportive Housing (PSH)	91	90	90
Monthly Total Voucher Unit Utilization	1700	1695	1687
Total HCV Budget for 2013	\$ 10,369,704.00	\$ 10,369,704.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 5,591,868.07	\$ 6,357,897.96	\$ 6,357,897.96
HCV Budget Allocation YTD	\$ 6,048,994.00	\$ 6,913,136.00	\$ 6,913,136.00
<i>Expenditure Surplus (Overage) *</i>	\$ 457,125.93	\$ 555,238.04	\$ 555,238.04
Remaining Voucher Budget	\$ 4,777,835.93	\$ 4,011,806.04	\$ 4,011,806.04
Shelter Plus Care Budget	\$ 269,073.00	\$ 269,073.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 170,147.69	\$ 194,462.37	\$ 194,462.37
Shelter Plus Care Budget Allocation YTD	\$ 170,147.69	\$ 194,462.37	\$ 194,462.37
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$ 98,925.31	\$ 74,610.63	\$ 74,610.63
VASH Budget	\$ 600,000.00	\$ 600,000.00	\$ 600,001.00
VASH Budget Used YTD	\$ 288,839.40	\$ 327,513.40	\$ 327,513.40
VASH Budget Allocation YTD	\$ 350,000.00	\$ 400,000.00	\$ 400,001.00
<i>Expenditure Surplus (Overage)</i>	\$ 61,160.60	\$ 72,486.60	\$ 72,487.60
Remaining Voucher Budget	\$ 311,160.60	\$ 272,486.60	\$ 272,487.60



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October 22, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 92% at the end of August. We continue to strive to increase our occupancy level to 98%. Mt. Vernon has been preparing for REAC which was on October 17, 2014. Hildebrandt Park has completed group orientations for new move-ins and plans to occupy most of their vacant units by the end of October and doesn't foresee many vacant units coming up in the future. LaRoy Froh has worked to increase occupancy by making multiple pulls on the waitlist as well as working to quickly process applications and get approved households to an orientation. S. Washington Park has made multiple pulls from the waitlist in order to increase occupancy and had limited response until the fourth pull which has resulted in more of a response. An orientation is scheduled for October 22, 2014 as well as November 3, 2014 in hopes to fill a total of at least 12 units.

In September we had a total of 69 emergency work orders. 100% were closed or abated within 24 hours. We had 142 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days. Mt. Vernon Park currently has 59 open routine work orders. Hildebrandt Park has 117 open routine work orders and now that REAC has been completed, the maintenance staff has been advised that these work orders are now their focus. LaRoy Froh will be reviewing their open routine work orders on October 21, 2014. S. Washington Park has 23 open routine work orders.



	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	201	220	213	197	831
Total Units Occupied	191	200	191	181	763
Percent Occupied	95%	91	90%	92%	92%
Move -Ins	0	7	2	1	10
Move-Outs	4	10	7	5	26
Transfers	1	2	0	0	3
Emergency Work Orders	21	26	8	14	69
Routine Work Orders	59	39	29	49	176

Note: Mt. Vernon Park has one unit offline and SWP has one unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	201	\$ 34,094.00	\$ 7,279.00	\$ 26,815.00	79.00%
Hildebrandt	168	\$ 26,961.00	\$1,367.00	\$25,594.00	95.00%
LaRoy Froh	213	\$ 21,236.00	\$3,854.00	\$17,382.00	82.00%
South Washington	278	\$31,199.00	\$1,814.00	\$29,385.00	94.00%
Totals	832	\$113,490.00	\$14,314.00	\$99,176.00	87.40%





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October 22, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

September 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

South Washington Park

The contract with L. J. Trumble Builders, LLC for Door Replacements and Security is underway.

Mt. Vernon

The Community Room is complete. We are in the process of closing out the project.

LHC Wide

LHC staff and Inspectors from Ameresco spent two weeks inspecting housing units for a Green Physical Needs Assessment and energy audit. These inspections went very well and Inspectors complimented us on our housing stock.

FUTURE MODERNIZATION ACTIVITIES

We have begun discussions about LaRoy Froh's kitchen and bath renovations. We will set up unit visits sometime this month.

NON-MODERNIZATION ACTIVITIES

Fire Restoration at 1513 Comfort is underway. The unit will soon be completed. We are in the process of checking out the furnace to determine if the smoke penetration causes an unbearable stench or if the water used to douse the fire damaged the unit – punch out is scheduled for October 29, 2014.



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**LHC Board
Sign-In Sheet
Date of Meeting: October 22, 2014**

Name	Organization	Phone #	E-mail
Patricia Baines-Lake	LHC	372-7996	patbl@lanshc
Rhonda Page	Hildebrandt	372-7145	rhondap@lanshc
Andrea Wade	Mt. Vernon	321-6054	andrea.w@lanshc.org
Porsha Bale	Hildebrandt	372-7145	Porshab@Lanshc.org
Lisa Persing	Lansing	393-4290	LisaP@Lanshc.org
Melissa Witte	LHC-SWP	393-8464	melissaw@lanshc.org
Janell McLeod	LHC-SWP	393-8464	Janellm@lanshc.org

