



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

Lansing Housing Commission
October 26, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of September 28, 2016

Action Items:

Resolution 1253-Approval of Process for Write-offs and Collections
Resolution 1254-Approval of Investment Policy
Resolution 1255 -Approval of Accounts Payable Internal Accounting Control 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
& 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

October 26, 2016

Agenda

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





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**Minutes of the September 28, 2016
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:34 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Koppelman-Helvey, Joyce, Ryan and Deschaine were present.

GUESTS: Dickey May, Financial Consultant,

STAFF:

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

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

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1252 - Approval to set LHC 2017 FMR at 110% of the HUD approved 2017 FMR for each bedroom size. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report
- B. Housing Choice Voucher Report
- C. Asset Management Reports

- I. Mt. Vernon AMP 104
- II. Hildebrandt AMP 103
- III. LaRoy Froh AMP 111





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IV. South Washington AMP 112

D. Recovery Agreement Update

Executive Director's Comments: The Executive Director indicated an RFP for Landlord Tenant Legal Services would be issued soon. She also announced the Board would travel to Ann Arbor to view their Rental Assistance Demonstration properties and to learn about their process for deciding the to engage in the program.

President's Comments: President Baltimore indicated a committee had been selected to complete an initial review of the candidates who applied for the Executive Director position. "Once the pool of candidates has been narrowed the entire Board will interview the final candidates."

Public Comments: Two members of the community attended the board meeting. One person spoke regarding S. Washington Park and indicated she was pleased to hear of the positive actions being taken to address the challenges facing the building.

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





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October 26, 2016

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Process for Write-Off and Collections Policy-Resolution No. 1253.

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1253 which authorizes the Finance Division to write off resident's accounts receivable, in excess of ninety (10) days

CONTACT PERSON:

Patricia Baines-Lake
517. 372.7996

SUMMARY:

Approval of this resolution updates the Resident Accounts Receivable Write-off policy for the Lansing Housing Commission ("LHC"). This policy was originally adopted in 2011.

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. This document sets forth the guidelines to implement and govern the proper procedures to write off tenant balances and send written-off resident account receivables to a third-party agency for collections.





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The monthly finance reports will reflect resident write offs.

FINANCIAL CONSIDERATIONS:

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 is consistent with the Board's fiduciary responsibility to provide governance.

Respectfully submitted:

Patricia Baines Lake, Secretary





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**RESOLUTION NO. 1253
ADOPTED BY THE LANSING HOUSING COMMISSION**

October 26, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to immediately implement and administer the attached updated Process for Write-offs and Collections Policy.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1253
DATE ADOPTED: 10/26/2016





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

**Lansing Housing Commission
Policy 2011-3
Process for Write-Offs and Collections**

Overview

Vacated residents with outstanding account balances have 10 days from the date they move-out of a LHC Property to submit a final rent payment to LHC prior to the account balance being turned over to a third party for collections. On a monthly basis, upon settling the vacated resident's account the Director of Asset Management will run the Aged Accounts Receivable Report for vacated tenants. He/she will identify the former resident balances that he/she is recommending be written-off and submit that report to the Finance Division. The Finance Division will review and if approved, write-off the full amount of the approved resident's outstanding balance. Vacated resident accounts are considered for write-off immediately after the lease termination date, based on the following criteria:

- There is an outstanding balance
- The resident moved-out

The Finance Division prepares a Vacated Resident Accounts Write-Off Report, listing those resident accounts written off, and sends it to the Executive Director for review and analysis and approval or disapproval. Once the ED approves the report, the Finance Division will write off the approved balances and submit all accounts written-off to a third-party agency for collections. By processing a write-off for a vacated resident account balance, LHC removes the outstanding receivable balance and related allowance from its financial records, as the likelihood of collecting this balance is minimal.

Manage and Process Write-Offs and Collections

Revenue Cycle: Resident Billing, Accounts Receivables & Cash Receipts (AR)

Once the Finance Division sends the written-off resident accounts to the collection agency, LHC is no longer responsible for the direct collection of any future payments. Instead, the collection agency oversees the payment collection for written-off resident

accounts, provides the Finance Division with a monthly analysis of payments received, and submits the actual payments (i.e. cash receipts) as they are-collected. Payments

collected for written-off accounts in collection are monitored by the Finance Department to ensure LHC receives quality services throughout the year.

The primary owner of this sub-process is the Finance Accountant, who is responsible for overseeing the AR sub-ledger, which is different from the owner of all other sub-processes within the Resident Billing, Accounts Receivable and Cash Receipts process. The Finance Accountant is the designated owner due to the unique nature of write-offs and collections, as the balances are no longer receivables in the AR sub-ledger; rather, they are recorded as bad debt expenses in the GL.

Finance Division Policies

The following Finance Division policies have been developed as the overall guidelines for the "Manage and Process Write-Offs and Collections" sub-process:

- 1.1 The Asset Managers shall have limited access to the General Ledger (e.g. read only), restricting him/her from being able to post entries.
- 1.2 The Executive Director must review and approve all resident account write-offs before adjusting the resident's account in the AR sub-ledger and sending the write-off to a third-party collection agency.
- 1.3 On a monthly basis LHC's Finance Division will send all written-off resident account receivables to a third-party agency for collections.

Monthly/Quarterly

The overall outcome of this sub-process is to write-off outstanding account balances for vacated residents, who do not submit final rent payments upon the lease termination date. The determination of write-offs occurs monthly by analyzing vacated residents accounts receivable balances.

Those resident accounts that meet the criteria for write-off are maintained on the Vacated Resident Accounts Write-Off Report until the balances have been approved and written-off.

- During the first week of the month, the Director of Asset Management, who is responsible for overseeing the AR sub-ledger, generates a Vacated Resident Accounts Receivable Aging report from the financial system that lists all vacated residents with outstanding balances, recommends write offs Executive Director.
- A vacated resident, who makes a partial payment after moving out to reduce

his/her outstanding account balance, should not be considered for write off, at this point, as there is a strong likelihood that he/she will continue to make additional payments until the balance is paid in full. If the vacated resident does not make any payments during the next 30 days, then he/she should be considered for write-off on the next month's report.

- The Finance Manager, will review the Vacated Tenant Accounts Receivable Aging report received from the Asset Manager that contains the write-off recommendations and approves the accounts to be written off. If approved, the Finance Manager will perform the actual write-off in the AR sub-ledger.
- The Finance Manager will provide the Executive Director a list of all vacated tenant write-offs and send a copy of this write-off list to a third-party collections agency.

Procedures

The standard operating procedures, for executing the activities within this sub-process, support the policies documented above and are detailed in the following section according to each procedure's frequency (e.g. Daily, Weekly, Monthly, Annual, and as-needed).

<u>Inputs</u>	<u>Outputs</u>
* List of vacated residents with Accounts outstanding balances	* Approved Vacated Resident Write-Off Report
* Miscellaneous cash receipt packet, including a copy of recovery payments and a copy the completed Cash Receipts Log ("Miscellaneous Cash Receipts" worksheets only)	* Approved copies of the resident ledgers for Write Off
* Processed Bank deposit Miscellaneous cash receipts	* GL interface transaction file
	* Monthly reconciliation and account Journal entry and related supporting documentation (including the processed Miscellaneous cash receipts packet and deposit slips) for recording the miscellaneous cash receipts as recovery payments

1. Each month, the Finance Manager reviews the Vacated Resident Accounts Write-Off Reports received from the Asset Managers
2. The Finance Manager then prepares and submits a report of recommended write-offs for the month and submits it to the Executive Director for approval.
3. The finance Manager will write-off Resident Account in the finance system after approval by the Executive Director.
4. Each Month the Financial Manager submits a write off/bad debt report to a third-party collections agency for collections.



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October 26, 2016

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Updated Investment Policy- Resolution N0. 1254

RECOMMENDATION:

Staff recommends approval of Resolution No. 1254, which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, to implement the attached Investment Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

SUMMARY:

Approval of this resolution is an update of Lansing Housing Commissions ("LHCs") Investment policy.

BACKGROUND

LHC has two Certificate of Deposit accounts, and several interest-bearing checking accounts. It is a prudent business practice and consistent with HUD guidelines to adopt of an investment policy. The overall goal of this updated proposed policy is to provide guidance on investing public funds with a reasonable investment return while providing maximum security. In addition, it clearly articulates the requirement to conform to all federal, state and local statues governing the investment of public funds. The policy





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directs staff to prioritize investment opportunities based on safety, liquidity, return on investment, leverage, legal limitations and cost.

FINANCIAL CONSIDERATIONS:

There are no immediate financial considerations in regards to this policy. This policy is designed to safeguard LHC funds from investing public funds in a risky manner.

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





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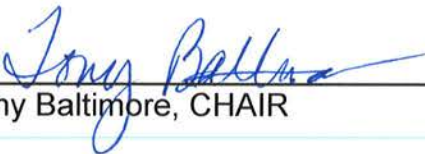
RESOLUTION NO. 1254

ADOPTED BY THE LANSING HOUSING COMMISSION

October 26, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The attached updated Investment Policy, dated October 26, 2016, is adopted by the Lansing Housing Commission and effective immediately. Patricia Baines Lake, in her capacity as the Executive Director, or her designee, is authorized to issue and administer this Investment Policy.



Tony Baltimore, CHAIR

ATTEST:

SECRETARY:

Yeas _____

Nays _____

Abstentions _____

FOR CLERK USE ONLY

RESOLUTION NO: 1254
DATE ADOPTED: October 26, 2016

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting October 26, 2016

Investment Policy

Resolution 1254

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Lansing Housing Commission
Policy No. 2010-8
Investment Policy

1.0 Policy:

The Lansing Housing Commission ("Commission") shall invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Commission and while conforming to all Housing and Urban Development deferral, state and local statutes, rules, and regulations governing the investments of public funds.

2.0 Scope

This investment policy describes the processes the Commission will utilize to insure implementation of a sound investment strategy. The policy applies to the management of all financial assets of the Commission. These funds are reported in the Commission's Annual Audit and include:

2.1 All Program's Operating Reserves

2.2 All monies in all funds

2.3 Any newly acquired special funds as they are received

3.0 Objective

The primary objective, in priority order of the Commission investment activities shall be:

3.1 Safety

Safety of the principal is the foremost objective of the Commission investment program. Commission investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio.

3.2 Liquidity

The Commission investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements that might be reasonably anticipated.

3.3 Return on Investments

The objective of the Commission investment portfolio is to attain a rate of return (throughout budgetary and economic cycles), commensurate with the Commission's investment risk constraints.

3.4 Leverage

The Commission will use its funds to leverage additional funding opportunities whenever possible.

3.5 Legal Limitations

The Commission shall operate within the legal limitations specified by the U.S. Department of Housing and Urban Development and other applicable laws rules and regulations.

3.6 Administrative Cost

In choosing an investment, the Commission shall consider the administrative work involved, particularly with regards to investments of short duration. More frequent turnover of investments may lead to higher administrative costs and therefore a lower yield. The objective is to achieve the highest earnings and to yield the lowest administrative costs possible.

3.7 Minimize Risk Factors

The Commission seeks to minimize custodial, credit and interest risks in the investment portfolio.

Prudence

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

The Executive Director and those delegated with investment authority under this policy, when acting in accordance with the written procedures and this policy in accordance with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio, provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

4.0 Delegation of Authority

Authority to manage the Commission's investment program is derived from a Board of Commissioners Resolution. Management responsibility of the Commission's investment program is delegated to the Executive Director or his/her designee. The Executive Director or his/her designee shall establish written procedures for the operation of the investment program consistent with this investment policy.

5.0 Ethics and Conflicts of Interest

Officers and employees involved with the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board of Commissioners any material financial interest in financial institutions that conduct business with the Commission. Employees and investment officials shall further disclose any large personal financial investment positions that could be related the performance of the commission, particularly with regard to the time of purchases and sales of investments. All Federal, State of Michigan, Local Governments and Commission Ethics Policies shall be strictly followed.

6.0 Authorized Financial Dealers and Institutions

- 6.1 All institutions, including foundations and broker/dealers who desire to become qualified bidders for investments transactions must supply the Executive Director with financial statements and certification in writing that the financial institution or the broker/dealer has read and will follow all Federal, State of Michigan laws and regulation regarding investments made by the Commission.
- 6.2 The Executive Director or his/her designee will complete an annual review of the statements of institutions, foundations and brokers/dealers involved with the Commission Investments.
- 6.3 A current audited financial statement is required to be on file for each institution, foundation and broker/dealer in which the Commission invests.
- 6.4 All depositories of the Commission investments must have one of the three highest financial stability ratings given by a nationally recognized rating agency.

7.0 Authorized and Suitable Investments

The Commission is empowered by the U.S Department of Housing and Urban Development to invest only in approved and fully collateralized investments. No investment shall be purchased for the Commission on a margin basis or through the use of any similar leveraging technique.

8.0 Safekeeping and Custody

To protect against potential fraud and embezzlement, Investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. The Executive Director and other employees of the Commission who are authorized to invest Commission funds shall be bonded in an amount as necessary to cover any possible loss of the investment. Collateralized securities such as repurchase agreements shall be purchased using the delivery versus payment procedure.

Money market mutual funds used for investments must provide for independent custodians of their portfolios and delivery versus payment on their portfolio securities. The safekeeping procedures utilized in the Authority's investments program shall be reviewed annually by the independent auditor.

9.0 Collateralization

Collateralization is required for all Commission investments. The collateral may be Federal Government insured or other acceptable government backed investments.

10.0 Diversification

The Commission shall diversify investments such that no one investment contains more than a majority of the total Commission funds. There is an exception for investments that are fully collateralized by Federal Government insurance.

11.0 Maturities

To the extent possible, the Housing Commission will attempt to match its long-term investments with anticipated cash flow requirements.

12.0 Internal Control

The Executive Director or his/her designee shall establish an annual review of all Commission investment transactions. The review will provide internal control by assuring compliance with this policy and investment procedures.

13.0 Performance Standards and Reporting

The Executive Director or his/her designee shall provide an annual report to the Commissioners on the investment status of all Housing Commission funds. The report shall list the financial institution, broker/dealer, investment amount, maturity date, stated interest rate, yield and market value and comments regarding the years' transactions and any planned changes in investments for the coming year.

14.0 Investment Policy Adoption

The Commission's investment policy shall be adopted by Resolution of the Board of Commissioners. The policy shall be reviewed on a continual basis and will be revised by the Executive Director as necessary. If any changes in federal or State of

Michigan laws affect this policy, the new law or change will automatically become effective.

15.0 Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements herein, except for the reporting requirement. At maturity or liquidation, such funds shall be reinvested only as provided for in this policy.



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October 26, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of LHC's Accounts Payable Internal Control Policy - Resolution No. 1255

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1255, which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, to implement this updated Accounts Payable Internal Control Policy Capitalization.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

Approval of this resolution provides an updated Accounts Payable Internal Control Policy for the Lansing Housing Commission ("LHC").

BACKGROUND:

LHC staff worked with Dickey May, (Fee Accountant) to update the Accounts Payable Internal Control Policy to ensure compliance with HUD requirements and best practices. The policy now reflects LHC's current process and control environment.

FINANCIAL CONSIDERATION:


There are no immediate financial considerations.



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. 1255

ADOPTED BY THE LANSING HOUSING COMMISSION

October 26, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The attached updated Accounts Payable Internal Accounting Control Policy, dated October 26, 2016, is adopted by the Lansing Housing Commission and effective immediately. Patricia Baines Lake, in her capacity as the Executive Director, or her designee, is authorized to issue and administer this Accounts Payable Internal Accounting Control Policy.



Tony Baltimore, CHAIR

ATTEST:

SECRETARY:

Yeas _____

Nays _____

Abstentions _____

FOR CLERK USE ONLY

RESOLUTION NO: 1255
DATE ADOPTED: October 26, 2016

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting October 26, 2016

Accounts Payable Internal Accounting Control Policy

Resolution 1255

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 110,139	\$ 108,195	\$ 1,944		\$ 432,780	\$ 324,585
Tenant Revenue - Other	5,708	4,242	1,466		16,868	12,626
Total Tenant Revenue	\$ 115,846	\$ 112,437	\$ 3,409		\$ 449,648	\$ 337,211
HUD PHA Operating Grants	214,917	239,058	(24,141)		956,232	717,174
CFP Operational Income	108,515	-	108,515		-	-
Fraud Recovery and Other	3,101	3,266	(165)		13,516	10,250
Total Operating Revenue	\$ 442,379	\$ 354,761	\$ 87,618		\$ 1,419,396	\$ 1,064,635
Administrative Salaries	\$ 18,666	\$ 22,431	\$ (3,765.19)		\$ 97,198.00	\$ 74,767.00
Auditing Fees	-	373	(373)		8,373	8,000
Management Fees	62,443	26,749	35,694		106,998	80,248
Bookkeeping Fees	4,449	4,320	129		17,280	12,960
Employee Benefits Contributions - Admin	6,111	8,473	(2,362)		35,092	26,618
Office Expenses	7,678	8,524	(846)		32,522	23,998
Legal	3,770	6,724	(2,954)		27,320	20,596
Travel	-	-	-		-	-
Other	6,297	4,500	1,797		4,500	-
Tenant Services - Other	1,944	3,600	(1,656)		7,900	4,300
Water	13,890	30,967	(17,077)		98,538	67,571
Electricity	6,623	10,839	(4,216)		48,456	37,617
Gas	2,794	5,484	(2,690)		53,496	48,012
Other Utilities Expense	29	2,668	(2,639)		5,336	2,668
Ordinary Maintenance and Operations - Labor	20,389	36,556	(16,167)		157,658	121,102
Ordinary Maintenance and Operations - Material	38,076	20,945	17,131		83,720	62,775
Ordinary Maintenance and Operations - Contra	37,085	50,477	(13,392)		197,741	147,264
Employee Benefits Contributions - Ordinary	10,917	14,558	(3,640)		60,434	45,876
Protective Services - Other Contract Costs	387	585	(198)		2,340	1,755
Property Insurance	7,981	7,895	86		31,580	23,685
Liability Insurance	3,174	3,226	(52)		12,904	9,678
Workers Compensation	1,226	1,527	(301)		6,108	4,581
All Other Insurance	506	569	(62)		2,274	1,706
Other General Expenses	12,816	7,884	4,932		31,536	23,652
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	-	5,533	(5,533)		21,561	16,028
Bad debt - Tenant Rents	-	877	(877)		2,629	1,752
Interest Expense	5,066	5,066	(0)		19,830	14,764
Total Operating Expenses	\$ 272,319	\$ 291,349	\$ (19,030)		\$ 1,173,322	\$ 881,973
Net Income (Loss)	\$ 170,060	\$ 63,412	\$ 106,648		\$ 246,073	\$ 182,661

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 102,794	\$ 109,776	\$ (6,982)		\$ 440,184	\$ 330,408
Tenant Revenue - Other	5,451	7,377	(1,926)		28,324	20,947
Total Tenant Revenue	<u>\$ 108,245</u>	<u>\$ 117,153</u>	<u>\$ (8,908)</u>		<u>\$ 468,508</u>	<u>\$ 351,355</u>
HUD PHA Operating Grants	284,113	316,029	(31,916)		1,264,116	948,087
CFP Operational Income	119,213	-	119,213		-	-
Fraud Recovery and Other	1,541	3,083	(1,542)		7,332	4,249
Total Operating Revenue	<u>\$ 513,112</u>	<u>\$ 436,265</u>	<u>\$ 76,847</u>		<u>\$ 1,739,956</u>	<u>\$ 1,303,691</u>
Administrative Salaries	\$ 18,754	\$ 20,035	\$ (1,281)		\$ 86,818	\$ 66,783
Auditing Fees	-	373	(373)		8,373	8,000
Management Fees	68,016	29,118	38,899		116,472	87,354
Bookkeeping Fees	4,845	4,703	143		18,810	14,108
Employee Benefits Contributions - Admin	5,536	4,854	682		20,451	15,598
Office Expenses	8,222	7,264	958		35,393	28,129
Legal	4,159	6,795	(2,636)		23,962	17,167
Travel	-	237	(237)		948	711
Other	1,234	5,040	(3,806)		10,080	5,040
Tenant Services - Other	1,585	1,600	(15)		5,700	4,100
Water	23,106	22,302	804		89,208	66,906
Electricity	16,327	6,930	9,397		29,790	22,860
Gas	2,227	3,000	(773)		41,500	38,500
Other Utilities Expense	-	-	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	25,661	31,115	(5,454)		131,157	100,042
Ordinary Maintenance and Operations - Material	31,964	27,765	4,199		123,060	95,295
Ordinary Maintenance and Operations - Contract	39,986	51,258	(11,272)		229,255	177,997
Employee Benefits Contributions - Ordinary	9,239	15,311	(6,072)		62,821	47,510
Protective Services - Other Contract Costs	614	921	(307)		3,684	2,763
Property Insurance	7,118	7,051	67		28,206	21,154
Liability Insurance	2,615	2,627	(11)		10,506	7,880
Workers Compensation	796	918	(122)		3,672	2,754
All Other Insurance	499	569	(69)		2,274	1,706
Other General Expenses	17,465	31,917	(14,452)		127,668	95,751
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	-	7,367	(7,367)		25,505	18,139
Bad debt - Tenant Rents	2,278	2,970	(692)		11,880	8,910
Interest Expense	8,443	8,443	0		33,049	24,606
Total Operating Expenses	<u>\$ 300,691</u>	<u>\$ 300,481</u>	<u>\$ 210</u>		<u>\$ 1,291,450</u>	<u>\$ 990,969</u>
Net Income (Loss)	<u>\$ 212,421</u>	<u>\$ 135,784</u>	<u>\$ 76,637</u>		<u>\$ 448,506</u>	<u>\$ 312,722</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 96,376	\$ 102,855	\$ (6,479)		\$ 411,420	\$ 308,565
Tenant Revenue - Other	6,159	5,702	458		22,807	17,106
Total Tenant Revenue	<u>\$ 102,535</u>	<u>\$ 108,557</u>	<u>\$ (6,021)</u>		<u>\$ 434,227</u>	<u>\$ 325,671</u>
HUD PHA Operating Grants	258,105	287,100	(28,995)		1,148,400	861,300
CFP Operational Income	123,312	-	123,312		-	-
Fraud Recovery and Other	2,970	210	2,760		8,340	8,130
Total Operating Revenue	<u>\$ 486,923</u>	<u>\$ 395,867</u>	<u>\$ 91,056</u>		<u>\$ 1,590,967</u>	<u>\$ 1,195,101</u>
Administrative Salaries	\$ 20,819	\$ 20,505	\$ 314		\$ 88,751	\$ 68,246
Auditing Fees	-	350	(350)		8,350	8,000
Management Fees	64,847	28,143	36,704		112,571	84,428
Bookkeeping Fees	4,538	4,545	(7)		18,180	13,635
Employee Benefits Contributions - Admin	5,515	6,577	(1,062)		27,488	20,911
Office Expenses	6,187	10,140	(3,953)		43,308	33,168
Legal	4,276	4,749	(473)		18,996	14,247
Travel	13	381	(368)		1,270	889
Other	150	2,666	(2,516)		10,662	7,997
Tenant Services - Other	400	1,800	(1,400)		7,200	5,400
Water	13,916	16,032	(2,116)		64,127	48,095
Electricity	11,754	9,486	2,268		37,945	28,459
Gas	528	10,804	(10,276)		52,824	42,020
Other Utilities Expense	630	90	540		11,076	10,986
Ordinary Maintenance and Operations - Labor	23,414	41,279	(17,865)		177,435	136,156
Ordinary Maintenance and Operations - Material	55,336	40,808	14,528		163,232	122,424
Ordinary Maintenance and Operations - Contrac	61,414	52,259	9,155		226,754	174,495
Employee Benefits Contributions - Ordinary	14,588	22,682	(8,094)		93,053	70,372
Protective Services - Other Contract Costs	1,117	900	217		3,600	2,700
Property Insurance	9,892	9,693	199		38,773	29,080
Liability Insurance	3,295	3,325	(30)		13,299	9,975
Workers Compensation	796	1,221	(425)		4,884	3,663
All Other Insurance	568	569	(1)		2,274	1,706
Other General Expenses	22,778	8,622	14,156		34,416	25,794
Compensated Absences	64	-			-	-
Payment in Lieu of Taxes	-	6,312	(6,312)		23,318	17,006
Bad debt - Tenant Rents	1,820	3,150	(1,330)		12,600	9,450
Interest Expense	4,987	4,987	0		19,522	14,535
Total Operating Expenses	<u>\$ 333,642</u>	<u>\$ 312,074</u>	<u>\$ 21,503</u>		<u>\$ 1,315,908</u>	<u>\$ 1,003,834</u>
Net Income (Loss)	<u>\$ 153,281</u>	<u>\$ 83,793</u>	<u>\$ 69,553</u>		<u>\$ 275,059</u>	<u>\$ 191,266</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 90,936	\$ 105,900	\$ (14,964)		\$ 423,600	\$ 317,700
Tenant Revenue - Other	8,603	12,025	(3,422)		44,750	32,725
Total Tenant Revenue	<u>\$ 99,539</u>	<u>\$ 117,925</u>	<u>\$ (18,386)</u>		<u>\$ 468,350</u>	<u>\$ 350,425</u>
HUD PHA Operating Grants	182,534	203,040	(20,506)		812,160	609,120
CFP Operational Income	106,538	-	106,538		-	-
Fraud Recovery and Other	2,960	1,708	1,252		14,567	12,859
Total Operating Revenue	<u>\$ 391,571</u>	<u>\$ 322,673</u>	<u>\$ 68,898</u>		<u>\$ 1,295,077</u>	<u>\$ 972,404</u>
Administrative Salaries	\$ 27,728	\$ 22,046	\$ 5,682		\$ 87,455	\$ 65,409
Auditing Fees	-	-	-		8,000	8,000
Management Fees	59,572	26,192	33,380		104,769	78,576
Bookkeeping Fees	4,110	4,230	(120)		16,920	12,690
Employee Benefits Contributions - Admin	14,703	8,393	6,310		34,552	26,159
Office Expenses	9,908	9,145	763		35,449	26,304
Legal	8,626	8,085	541		33,025	24,940
Travel	347	50	297		160	110
Other	5,948	-	5,948		325	325
Tenant Services - Other	1,777	1,685	92		8,010	6,325
Water	31,023	17,900	13,123		89,500	71,600
Electricity	27,898	19,800	8,098		99,200	79,400
Gas	1,316	3,200	(1,884)		51,000	47,800
Other Utilities Expense	50	780	(730)		4,580	3,800
Ordinary Maintenance and Operations - Labor	41,527	40,680	847		174,880	134,200
Ordinary Maintenance and Operations - Material	20,630	19,310	1,320		100,810	81,500
Ordinary Maintenance and Operations - Contrac	44,431	34,850	9,581		128,180	93,330
Employee Benefits Contributions - Ordinary	16,504	18,655	(2,151)		76,942	58,287
Protective Services - Other Contract Costs	280	300	(20)		7,780	7,480
Property Insurance	4,539	4,712	(173)		18,849	14,137
Liability Insurance	3,471	3,507	(36)		14,029	10,521
Workers Compensation	1,592	1,221	371		4,884	3,663
All Other Insurance	430	569	(138)		2,274	1,706
Other General Expenses	12,936	3,465	9,471		13,860	10,395
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	15,267	6,101	(6,101)		17,035	10,935
Bad debt - Tenant Rents	1,139	7,500	7,767		30,000	22,500
Interest Expense	-	1,139	(0)		4,457	3,318
Total Operating Expenses	<u>\$ 355,754</u>	<u>\$ 263,515</u>	<u>\$ 92,238</u>		<u>\$ 1,166,925</u>	<u>\$ 903,410</u>
Net Income (Loss)	<u>\$ 35,817</u>	<u>\$ 59,158</u>	<u>\$ (23,341)</u>		<u>\$ 128,152</u>	<u>\$ 68,994</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 400,245	\$ 426,726	\$ (26,481)		\$ 1,707,984	\$ 1,281,258
Tenant Revenue - Other	25,920	29,346	(3,425)		112,749	83,404
Total Tenant Revenue	<u>\$ 426,165</u>	<u>\$ 456,072</u>	<u>\$ (29,906)</u>		<u>\$ 1,820,733</u>	<u>\$ 1,364,662</u>
HUD PHA Operating Grants	939,669	1,045,227	(105,558)		4,180,908	3,135,681
CFP Operational Income	457,577	-	457,577		-	-
Fraud Recovery and Other	10,573	8,267	2,306		43,754	35,488
Total Operating Revenue	<u>\$ 1,833,984</u>	<u>\$ 1,503,565</u>	<u>\$ 324,419</u>		<u>\$ 6,045,395</u>	<u>\$ 4,535,830</u>
Administrative Salaries	\$ 85,966	\$ 85,017	\$ 949		\$ 360,222	\$ 275,205
Auditing Fees	-	1,096	(1,096)		33,096	32,000
Management Fees	254,879	110,202	144,677		440,808	330,606
Bookkeeping Fees	17,942	17,798	145		71,190	53,393
Employee Benefits Contributions - Administrative	31,866	28,297	3,568		117,583	89,286
Office Expenses	31,996	35,073	(3,077)		146,672	111,599
Legal Expense	20,831	26,353	(5,522)		103,303	76,950
Travel	360	668	(308)		2,378	1,710
Other	13,630	12,206	1,424		25,567	13,362
Tenant Services - Other	5,707	8,685	(2,978)		28,810	20,125
Water	81,934	87,201	(5,267)		341,373	254,172
Electricity	62,604	47,055	15,548		215,391	168,336
Gas	6,866	22,488	(15,622)		198,820	176,332
Other Utilities Expense	710	3,538	(2,828)		32,200	28,662
Ordinary Maintenance and Operations - Labor	110,991	149,629	(38,639)		641,129	491,500
Ordinary Maintenance and Operations - Material	146,006	108,828	37,178		470,822	361,994
Ordinary Maintenance and Operations - Contrac	182,915	188,844	(5,929)		781,930	593,086
Employee Benefits Contributions - Ordinary	51,248	71,205	(19,957)		293,250	222,045
Protective Services - Other Contract Costs	2,398	2,706	(308)		17,404	14,698
Property Insurance	29,530	29,352	179		117,408	88,056
Liability Insurance	12,556	12,684	(129)		50,738	38,053
Workers Compensation	4,410	4,887	(477)		19,548	14,661
All Other Insurance	2,004	2,274	(270)		9,097	6,823
Other General Expenses	65,994	51,888	14,106		207,480	155,592
Compensated Absences	64	-	-		-	-
Payments in Lieu of Taxes	-	25,312	(25,312)		87,419	62,107
Bad debt - Tenant Rents	19,365	14,497	4,868		57,109	42,612
Interest Expense	19,635	19,635	(0)		76,858	57,223
Total Operating Expenses	<u>\$ 1,262,406</u>	<u>\$ 1,167,419</u>	<u>\$ 94,922</u>		<u>\$ 4,947,606</u>	<u>\$ 3,780,186</u>
Net Income (Loss)	<u>\$ 571,579</u>	<u>\$ 342,146</u>	<u>\$ 229,497</u>		<u>\$ 1,097,790</u>	<u>\$ 755,644</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 301,301	\$ 292,806	\$ 8,495		\$ 759,426	\$ 466,620
Bookkeeping Fees Income	17,942	17,799	143		71,190	53,391
Fraud Recovery and Other	3,310	40,491	(37,182)		101,970	61,479
Total Operating Revenue	\$ 322,553	\$ 351,096	\$ (28,544)		\$ 932,586	\$ 581,490
Administrative Salaries	\$ 61,144	\$ 69,741	\$ (8,597)		\$ 351,905	\$ 282,164
Auditing Fees	-	-	-		8,000	8,000
Employee Benefits Contributions - Admin	12,685	17,092	(4,407)		74,100	57,008
Office Expenses	282	7,312	(7,030)		35,335	28,023
Legal	771	1,000	(229)		3,000	2,000
Travel	(676)	7,700	(8,376)		16,500	8,800
Other	6,983	6,950	33		32,050	25,100
Tenant Services - Other	-	-	-		-	-
Water	100	357	(257)		1,428	1,071
Electricity	1,713	2,160	(447)		8,425	6,265
Gas	57	170	(113)		1,690	1,520
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	600	(600)		2,400	1,800
Ordinary Maintenance and Operations - Contract	1,183	3,327	(2,144)		13,088	9,761
Protective Services - Other Contract Costs	261	525	(264)		925	400
Property Insurance	533	1,035	(502)		4,141	3,105
Liability Insurance	226	349	(123)		1,397	1,048
Workers Compensation	217	996	(779)		3,984	2,988
All Other Insurance	1,497	2,395	(898)		9,579	7,184
Other General Expenses	11,084	376	10,708		62,314	61,938
Compensated Absences	-	-	-		-	-
Interest Expense	3,114	3,114	(0)		12,024	8,910
Total Operating Expenses	\$ 101,175	\$ 125,199	\$ (24,023)		\$ 642,285	\$ 517,086
Net Income (Loss)	\$ 221,377	\$ 225,897	\$ (4,520)		\$ 290,301	\$ 64,404

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**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher**

	Begin January 2017					
	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 2,645,494	\$ 2,620,170	\$ 25,324		\$ 10,273,680	\$ 7,653,510
Other Revenue	139	-	-	139	-	-
Fraud Recovery and Other	730	1,500	(770)		6,000	4,500
Total Operating Revenue	<u>\$ 2,646,363</u>	<u>\$ 2,621,670</u>	<u>\$ 24,693</u>		<u>\$ 10,279,680</u>	<u>\$ 7,658,010</u>
Administrative Salaries	\$ 51,111	\$ 74,731	\$ (23,620)		\$ 323,834	\$ 249,103
Auditing Fees	-	-	-		40,000	40,000
Management Fees	46,422	45,338	1,084		181,351	136,013
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	18,548	27,837	(9,289)		112,010	84,172
Office Expenses	28,825	29,155	(330)		125,224	96,069
Legal Expense	-	-	-		-	-
Travel	11	210	(199)		250	40
Other	193	7,676	(7,483)		28,408	20,732
Tenant Services - Other	-	-	-		-	-
Water	75	120	(45)		480	360
Electricity	454	390	64		1,560	1,170
Gas	20	130	(110)		940	810
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	1,192	(1,192)		3,048	-
Ordinary Maintenance and Operations - Contrac	7,807	1,038	6,769		4,152	-
Protective services - Other Contract Costs	261	-	261		500	500
Property Insurance	-	-	-		-	-
Liability Insurance	3,922	3,940	(18)		15,759	11,819
Workers Compensation	1,053	1,212	(159)		4,848	3,636
Other General Expenses	6,244	6,270	(26)		25,380	19,110
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	2,273,808	2,324,481	(50,673)		9,297,924	6,973,443
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 2,438,756</u>	<u>\$ 2,523,720</u>	<u>\$ (84,964)</u>		<u>\$ 10,165,668</u>	<u>\$ 7,641,948</u>
Net Income (Loss)	<u>\$ 207,608</u>	<u>\$ 97,950</u>	<u>\$ 109,658</u>		<u>\$ 114,012</u>	<u>\$ 16,062</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	359,658.80	1,468,611.80
1010-0000-112200 Accounts Receivable	2,087.94	12,504.40
1010-0000-112201 Allowance for Doubtful Accounts	-	(632.60)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	6,358.41	6,358.41
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	(386,743.64)	(761,049.56)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	46,035.28	46,036.08
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
TOTAL ASSETS	27,396.79	4,584,359.86
LIABILITIES		
1010-0000-200000 OPEB Liability	-	277,912.00
1010-0000-200300 Pension Liability	-	442,922.00
1010-0000-211100 Accounts Payable	2,240.99	2,840.99
1010-0000-211400 Tenant Security Deposits	(427.00)	28,060.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	-	-
1010-0000-211999 Tenant Refunds	(541.00)	5,902.98
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	-	19,906.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Def'd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	(2,361.05)	465,842.61
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
TOTAL LIABILITIES	(1,088.06)	1,297,986.14
EQUITY		
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	28,484.85	(1,036,790.10)
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	-	1,465,929.25
TOTAL EQUITY	28,484.85	3,286,373.72
TOTAL LIABILITIES & EQUITY	27,396.79	4,584,359.86

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

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	-	(193.20)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(37,651.41)	148,150.48
1020-0000-112200 Accounts Receivable	(1,432.86)	13,217.81
1020-0000-112201 Allowance for Doubtful Accounts	(40.00)	(210.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	10,056.93	174,676.22
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	40,386.13	40,386.09
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	1,217.16	951,296.46
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
TOTAL ASSETS	12,535.95	5,255,491.60
LIABILITIES		
1020-0000-200000 OPEB Liability	-	145,475.00
1020-0000-200300 Pension Liability	-	370,918.00
1020-0000-211100 Accounts Payable	(265.00)	(180.00)
1020-0000-211400 Tenant Security Deposits	(6.00)	30,653.19
1020-0000-211999 Tenant Refunds	(14.00)	6,969.37
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	-	22,489.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(3,935.08)	770,341.90
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
TOTAL LIABILITIES	(4,220.08)	1,397,980.46
EQUITY		
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	16,756.03	(713,654.47)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
TOTAL EQUITY	16,756.03	3,857,511.14
TOTAL LIABILITIES & EQUITY	12,535.95	5,255,491.60

Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for September 2016

	Period Amount	Balance
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(233,214.13)	783,579.93
1080-0000-112200 Accounts Receivable	(2,410.85)	9,552.71
1080-0000-112201 Allowance for Doubtful Accounts	(553.02)	(508.69)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	208,119.83	372,710.49
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	55,361.79	55,361.45
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	129,736.80	596,453.76
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	120,772.00
TOTAL ASSETS	157,040.42	5,761,282.20
LIABILITIES		
1080-0000-200000 OPEB Liability	-	234,250.00
1080-0000-200300 Pension Liability	-	479,564.00
1080-0000-211100 Accounts Payable	210.25	683.29
1080-0000-211400 Tenant Security Deposits	(295.00)	35,437.00
1080-0000-211999 Tenant Refunds	(195.00)	2,613.22
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	-	20,737.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(2,324.44)	447,764.41
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
TOTAL LIABILITIES	(2,604.19)	1,256,609.51
EQUITY		
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	159,644.61	(578,196.26)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
TOTAL EQUITY	159,644.61	4,504,672.69
TOTAL LIABILITES & EQUITY	157,040.42	5,761,282.20

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

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	19,406.08
1090-0000-111111 Chase Checking	(114,896.41)	743,752.95
1090-0000-112200 Accounts Receivable	(13,626.13)	(25.09)
1090-0000-112201 Allowance for Doubtful Accounts	(664.87)	(753.48)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	63,064.09	64,309.35
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	31,056.23	31,056.43
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 &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	-	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	111,315.00
TOTAL ASSETS	(35,067.09)	3,994,507.88
LIABILITIES		
1090-0000-200000 OPEB Liability	-	144,718.00
1090-0000-200300 Pension Liability	-	442,016.00
1090-0000-211100 Accounts Payable	-	1,182.50
1090-0000-211400 Tenant Security Deposits	526.00	24,041.00
1090-0000-211999 Tenant Refunds	(210.00)	7,451.30
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	-	15,323.47
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(530.78)	107,544.01
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
TOTAL LIABILITIES	(214.78)	758,634.40
EQUITY		
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	(34,852.31)	(302,153.44)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
TOTAL EQUITY	(34,852.31)	3,235,873.48
TOTAL LIABILITIES & EQUITY	(35,067.09)	3,994,507.88

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(61,154.73)	32,880.68
5005-0000-111111 Chase Checking	(81,144.25)	468,229.82
5005-0000-112500 Accounts Receivable HUD	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	-
5005-1010-115700 Intercompany	386,743.64	761,049.56
5005-1020-115700 Intercompany	(10,056.93)	(174,676.22)
5005-1030-115700 Intercompany	-	(552.00)
5005-1060-115700 Intercompany	-	(103.62)
5005-1080-115700 Intercompany	(208,119.83)	(372,710.49)
5005-1090-115700 Intercompany	(63,064.09)	(64,309.35)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	154,126.88	213,536.10
5005-8002-115700 Intercompany	(149,045.58)	(391,321.24)
5005-8004-115700 Intercompany	-	293,299.67
5005-8005-115700 Intercompany	2,491.08	(79,895.49)
5005-8010-115700 Intercompany	31,986.12	67,593.73
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	1,522.71	19,265.64
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	1,812.00	205,507.00
5005-0000-150300 Deferred Outflow - MERS	-	78,095.00
TOTAL ASSETS	6,097.02	2,586,512.38
LIABILITIES		
5005-0000-200000 OPEB Liability	-	137,130.00
5005-0000-200300 Pension Liability	-	310,102.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211704 Health Insurance W/H	460.74	747.77
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	(3,970.07)	463,992.72
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(3,509.33)	992,813.43
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	9,606.35	1,242,765.66
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	9,606.35	1,593,698.95
TOTAL LIABILITES & EQUITY	6,097.02	2,586,512.38

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	74,645.45	448,140.73
8002-0000-111111 Chase Checking	42,554.22	1,239,139.23
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(154,126.88)	(213,536.10)
8002-5005-115700 Intercompany	149,045.58	391,321.24
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	15,106.36	15,105.26
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
TOTAL ASSETS	127,224.73	1,702,560.63
LIABILITIES		
8001-0000-200000 OPEB Liability	-	392,278.00
8001-0000-200300 Pension Liability	-	456,586.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	125.00	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
TOTAL LIABILITIES	125.00	858,835.47
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(64,375.07)	(167,894.72)
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	191,474.80	26,117,649.00
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	127,099.73	843,725.16
TOTAL LIABILITIES & EQUITY	127,224.73	1,702,560.63



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October 26, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 17 participants. Five (5) participants will be signing contracts within the next two (2) weeks bringing the participant total to 22. Six (6) additional participants will be meeting with the FSS Coordinator to develop their Individual Training and Service Plan (ITSP) by mid-November which would build the program to 28 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 is currently attending all orientations to explain in detail the benefits of the FSS program, in hopes to gain more participants. This will continue until we meet our goal of 38 total participants.

HCV Orientations:

LHC had two (2) orientations during the month of September and issued thirty-six (36) vouchers.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of September. HCV staff is in the final stages of processing the 200 applications which were pulled in the month of July. There are approximately 80 families out searching for approved housing, and additional orientations planned for the month of October.

Department Initiatives:

There are 162 active participants in the HUD VASH Program. Sixteen (16) Veterans are currently searching for housing and 146 Veterans are housed. Sixteen (16) referrals were received during this reporting period, which required one (1) VASH orientation for the month of September.





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Voucher Utilization

August Voucher Program Total Units	1700
August Traditional HCV Utilization	1659
August % Utilized Units	98%

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

Voucher Disbursement

HUD August HAP Disbursement	\$780,860
LHC August HAP/UAP Disbursement	\$777,601
% Voucher Funding Utilization	99%

HUD September HAP Disbursement	\$851,660
LHC September HAP/UAP Disbursement	\$806,950
% Voucher Funding Utilization	95%

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

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC, but is based on an internal review. LHC is on track to receive all points for this indicator of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
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 July, a quality control was conducted on six (6) 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 corrected timely LHC stops (abates) HAP payment or terminates the contract. This





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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.

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 September, 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 98%. 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 9/30/2016





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October 26, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% (not including the modernization units) at the end of September. LHC has 96% occupancy including the units that are in Modernization. LHC Unit Months Leased ("UML") was 795 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 95% at the end of September. Two (2) households moved in, six, (6) residents moved out and there were on unit transfers this month. Mt. Vernon received 109 applications and approved 14 of them. Orientation is scheduled for October 17, 2016. Unit offers being given that same day. The UML was 191. Which equals a 95 %.

Hildebrandt Park occupancy was 98% at the end of September (with units in MOD). There was one (1) move in, four (4) move outs and one (1) unit transfer this month. There are 9 kitchens and bath units in MOD status. We had an orientation for 32 applications. Eight (8) offers were made and four (4) security deposits were paid. Eight (8) unit offers were sent out already and four (4) security deposits have been received thus far. The UML was 216 which equals 98%.

LaRoy Froh occupancy was 98% at the end of September (with units in MOD). There were three (3) move ins, two (2) move outs and zero (0) unit transfers. There are six





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(6) units in MOD status. Applications are being pulled on a bi-weekly basis and processed daily to speed up move ins. In October, there will be at least three (3) orientations. The UML was 208 which equals a 98% UML rate.

South Washington Park occupancy was 92% at the end of September. There were six (6) move ins, 10 residents moved out, and zero (0) unit transfers. There were 80 applications pulled for processing. The UML was 183 giving us a 92% occupancy rate.

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	191	95%	2	6	0	0
Hildebrandt	220	216	98%	1	4	1	9
LaRoy Froh	213	208	98%	3	2	0	6
S. Washington	198	183	92%	6	10	0	1
Totals	833	795	96%	12	22	1	16

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 35,761.00	\$ 35,487.37	\$ 273.63	99%
Hildebrandt	\$ 34,450.00	\$ 35,870.86	\$ (1,420.86)	104%
LaRoy Froh	\$ 34,714.00	\$ 38,138.12	\$ (3,424.12)	110%
S. Washington	\$ 30,391.00	\$ 33,098.00	\$ (2,707.00)	109%
Totals	\$135,316.00	\$ 142,594.35	\$ (7,278.35)	105%

WORK ORDER OVERVIEW

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting October 26, 2016

Monthly Asset Management Report September 2016

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Work orders are being reviewed using a weekly report card meeting with each maintenance staff one on one. We are still fine tuning the report card however; the huge number of work outstanding work orders is a continuous conversation with the maintenance staff.

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
3326 Waverly	Make Ready	10-7-16	Yes	Had a problem securing a contractor. Now being rehabbed. Vacant Date: 8/25
4025 Glenburne	Make Ready	10-7-16	Yes	Had a problem securing a contractor. Now being rehabbed. Vacant Date: 8/29
3818 Wilson	Make Ready	10-17-16	No	Had a problem securing a contractor. Now being rehabbed. Vacant Date: 9/19
3416 Waverly	Lease Ready	10-3-16	COL	Vacant Date: 8/28
3306 Waverly	Make Ready	10-14-16	No	Vacant Date: 9/9
3836 Wilson	Lease Ready	10-17-16	No	Vacant Date: 9/19
3340 Waverly	Make Ready	10-17-16	No	Vacant Date: 9/28
3315 Westmont	Make Ready	10-27-16	No	Vacant Date: 9/30
3848 Wilson	Make Ready	10-17-16	No	Vacant Date: 9/30
3400 Waverly	Make Ready	10-17-16	No	Vacant Date: 9/21
4343 Glenburne	Make Ready	10-31-16	No	Vacant Date: 9/29





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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3116C	Make Ready	10/14/16	Yes	Vacant 9/8/2016
2153 Forest	Make Ready	10/24/2016	Yes	Vacant 10/7/2016
3202-B Turner	MOD STATUS	10/20/2016	No	Kitchen and Bath Unit Vacant 6-7-16
3212-A Turner	MOD STATUS	10/31/2016	Yes	Kitchen and Bath Unit Vacant 6-17-16
3220-A	MOD STATUS	10/24/2016	Yes	Kitchen and Bath Unit Vacant 6-7-16
3128-C	MOD STATUS	10/28/2016	No	Kitchen and Bath Unit Vacant 6-17-16
3216-A	MOD STATUS	10/31/2016	No	Kitchen and Bath Unit Vacant 6-17-16
319 Hylewood	MOD STATUS	11/7/2016	No	Kitchen and Bath Unit Vacant
315 Hylewood	MOD STATUS	11/7/2016	No	Kitchen and Bath Unit Vacant
422 Hylewood	MOD STATUS	11-30-16	No	Kitchen and Bath Unit Vacant 8-29-2016

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42615	MOLD UNIT		N	In MOD status for 5 bedrooms
45022	MOLD UNIT		N	In MOD status for 5 bedrooms
45018	MOLD UNIT		N	In MOD status for 5 bedrooms
56519	FIRE UNIT	10/17/2016	N	In Causality Loss for Fire
72446	K&B unit	10/28/2016	n	In MOD status for K and B





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42600	MOLD UNIT		n	In MOD status for 5 bedrooms
72542	Make Ready	11/1/16	N	This unit was turned over to JDK 10/13. Vacant 7-12-16
56264	Make Ready	11/1/16	N UT	This unit is going to be given to a transfer. Vacant 8-24-16
72438	Ready	10/19/16	N UT	This unit is going to be given to a transfer. Vacant 9-3-16
8310	Make Ready	11-30-16	N	This unit has a lot of door and wall holes. The resident was there for some time and recently evicted. Vacant 10-3-16
113415	Make Ready	11/1/16	N	Vacant 10-3-16
155603	Make Ready			Vacant 10-3-16
72516	Make Ready	11/1/16	N	Vacant 10-3-16
72362	Make Ready	MOD request	n	We are going to try to put this unit in MOD. The floor throughout the entire unit needs replaced. Vacant 10-9-16
72530	Make ready	11/8/16	n	A resident is in the process of transferring out of this unit so we haven't started working in it.

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	10-28-16	N	Vacant date: 9-28-16
10111	Lease Ready	10-3-16	Y	Vacant date: 8-23-16
10132	Lease Ready	10-14-16	Y	Vacant date: 7-21-16
10208	Make Ready	10-28-16	N	Vacant date: 8-31-16
10211	Make Ready	10-28-16	N	Vacant Date: 9-12-16
10227	Make Ready	10-28-16	N	Vacant Date: 9-27-16

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting October 26, 2016

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10231	Lease Ready	10-7-16	N	Had tub problem Vacant Date: 8-12-16
10316	Make Ready	10-28-16	N	Vacant Date: 9-28-16
10324	Make Ready	10-29-16	N	Had bed bug problem Vacant Date: 8-31-16
10329	Make Ready	10-28-16	N	Vacant Date: 9-28-16
10428	Lease ready	10-28-16	N	Vacant Date: 7-6-16
10430	Make Ready	10-28-16	N	Vacant Date: 9-28-16
10435	Lease Ready	10-7-16	N	Vacant Date: 9-9-16
10440	Make Ready	10-28-16	N	Vacant Date: 8-23-16
10504	Make Ready	10-28-16	N	Vacant Date: 9-30-16
10529	Make Ready	10-28-16	N	Vacant Date: 9-9-16
2328 Clifton	Make Ready	11-1-16	N	Vacant Date: 9-28-16
2609 Dier	MOD requested	11-2-16	NA UT	This unit has termite damage that is going under a 2 nd treatment Vacant Date: 6-19-16



Recovery Plan Timetables, Deliverables and Assignments			Responsible Entity	Status
Objective G001-G002 The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management.			LHC Board, Executive Director, PHM & PHA	The board has completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015. All Board Members had at least 2 hours of training within 2 weeks of becoming board members, including fast facts about LHC, an Overview of LHC programs, Acronyms, budget and activities. 4 out of the 5 Board members participated in Strategic planning session two weekends within the past 15 months, 3 of 5 Commissioners participated in Ethics and the Housing and Community Development Commissioner, Commissioner Fundamentals conducted by Michigan NAHRO. Members who have not attended Commissioner Training have read the Training material provided by NAHRO. 4 out of 5 Members completed the Online Commissioner training provided by PHADA during the past 3 months. This training covered Commissioners Obligations, roles, compliance, insurance, legal issues, and crisis management. The 2 newest Commissioners will participate in NAHRO Commissioner Training as soon as possible based on available trainings and work schedules. The Commission has engaged the services of 2 qualified finance specialists to administer the financial operations of the LHC. The Unaudited submission of September 2016 indicates a FASS score which exceeds 15 points out of 25. LHC also utilized both BDO and Dickey May - Finance Consultants
	G002 The Executive Director and financial management staff will receive training from Dickey May and (outside finance team). HUD Assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Castelfine and Asher. March 2016-June 30, 2017		Finance Staff	Sonya Morrison finance staff attended a 4 day finance training in October. The training Nuts and Bolts of PHA Accounting was conducted by Castelfine Associates. This is the 2nd Finance and Accounting training she has attended with outside vendors. She also attended an earlier training provided by BDO. The finance TEAM is effectively improving their knowledge and skills of PHA accounting and Finance. This goal has been achieved.
F001 PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. - 2016 Audit, 2017 audit.		Executive Director - All Staff		The 2015 Audit has not been scored. The 2016 audit will be completed by March 31, 2017. The 2016 unaudited financial report was filed on August 26, 2016, before the due date. The Board should track the Commission progress toward achieving, at least, the minimum QR, MENAR and DSCR scores. The PHA has submitted timely reliable unaudited 2016 and audited 2015 financial statements. The books and records are available for a timely and effective annual audit of the PHA in 2016. This audit has commenced and will be complete well in advance of the March 31, 2017 deadline. The Finance Committee and the Board received an Action Plan to address all audit findings. The Board and Finance Committee receives regular updates regarding the status of the 2015 audit findings. This report was also provided to the Detroit Field Office. The Board does review the annual audit and track the status of required corrections of audit findings and management letter issues. The board will adopt and/or update procedures and controls to ensure that audit responsibilities are institutionalized. The Board has and will continue to adopt updated financial policies and procedures by updating any such policies which are 3 or more years old. Additionally, the Commission will address any findings of the DEC Office review.
F001 Complete the 2015 Annual Certified Audit before March 31, 2016 Submission Deadline		Executive Director and Finance TEAM		2015 Annual Certified audit was submitted by the March 31, 2016 deadline. The Objective was achieved.
F001 The finance committee comprised of current Board members Ryan Robinson and Emma Koppelman-Helvey, and past member Ben Bakken will "specialize" in reviewing financial reports and providing feedback about the finances to the balance of the Board on a monthly basis commencing April 30, 2016.		Executive Director and Finance Team		The Board established Finance Team has conducted Finance Committee Meetings monthly for the past year +. The September meeting was held on September 27, 2016. The Agenda is attached. The Board has the knowledge and capacity to provide proper oversight of the Housing Commission's financial actions. The Finance Committee consists of Ryan Robinson, a CPA and Ben Bakken, CPA. Emma Koppelman Helvey was the third member, a business owner who reads and understands her business financial statements. She is no longer a board member as of October (the Board Chair will appoint a 3rd member to this committee). The LHC finance Committee has provided in depth oversight and review of the monthly finance reports. These reports are provided to the HUD field office on a monthly basis. The content of the reports provide the data which mirrors the industry standard. This Goal is achieved.
F001 The Board, guided by the Finance Committee shall review the annual audit and track the correction of findings and management letter issues (if any). Completion no later than 6/30/2017		Executive Director and Finance Team		The Finance Committee reviewed an updated milestones report and provided input on the Audit work plan in August. The entire Board reviewed the plan during the August Board Meeting. Action is needed on one Finding: Update the new hire and released worker form. This up dated form will be provided to the DFO and LHC Board in October.
F002 & F003				

Recovery Plan Timetables, Deliverables and Assignments			
	Responsible Entity	Status	
Commission staff will provide updated financial policies and written procedures to HUD which will incorporate recommendations identified in the financial review conducted by the DEC by July 31, 2016 or 45 days after receipt.	Executive Director	LHC has created a schedule for reviewing and updating existing policies. 3 internal control/finance policies will be approved by the Board at the October Meeting. These policies have been reviewed by subject matter experts as well as the Finance Committee. Upon approval appropriate staff will receive training. All applicable staff who are trained on new policies will sign an acknowledgement of the same. Finance Staff will sign an acknowledgement of their understanding and training for submission to HUD with this report. In addition, LHC has created a standard operating process (attached) for updating the FSS records including a check and balance with finance. The assigned staff, Jennifer Burnette has been trained on this procedure and acknowledgement of her understanding of the policy and agreement to comply is attached.	
F001 The 1st Policy and/or SOP will be submitted, for approval, to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval until all internal control policies are completed. March 2016-June 2017	Executive Director	The Board will adopt three updated policies in October. In order to make sure this deliverable is achieved in the future, the Executive Director provided a list including scheduled update milestones for existing policies to the Board Finance Committee in September. Attached	
F002 Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting.	Executive Director and Finance Team	1. The 1st finance report was provided at the February 2016 Board Meeting reflecting January financial information. 2. The February Finance report was provided at the March 2016 Board meeting. 3. The March Finance Report is included in the April 2016 meeting packet. 4. The April Finance Report was included in the May Board meeting packet. 5. The May Finance Reports are included in June's Board Packet and the reports were discussed and thoroughly reviewed with the finance committee. This goal is on target. 6. The June Finance committee was conducted on June 28, 2016. The finance reports were provided to the board and staff the as in advance of the meeting required. This goal is on target. 7. The July finance committee meeting was held on July 28th and the Finance reports were provided to HUD before July 31, 2016. The August Finance Committee met on August 22 and reports were submitted to HUD before August 31, 2016. The Finance Committee met on September 27 and the report was submitted to HUD by September 30, 2016. This goal is on target. The Board has the knowledge and capacity to provide proper oversight of the Housing Commission's financial actions. The Finance Committee Consists of Ryan Robinson-CPA, Ben Bakken - CPA and Emma Koppelman-Helvey was the third member, a business owner who reads and understands her business financial statements. Ms. Koppelman-Helvey is no longer a board member as of October (the Board Chair will appoint a 3rd member to this committee). The LHC finance Committee has provided in depth oversight and review of the monthly finance reports. These reports are provided to the HUD field office on a monthly basis. The content of the reports provide the data which mirrors the industry standard. The Board does track the Commission progress toward achieving, at least, the minimum OR MENAR and DSCR scores. The PHA has submitted timely reliable unaudited 2016 and audited 2015 financial statements. The books and records are available for a timely and effective annual audit of the PHA in 2016. This audit has commenced and will be complete well in advance of the March 31, 2017 deadline. The Finance Committee and the Board received an Action Plan to address all audit findings. The Board and Finance Committee receives regular updates regarding the status of the 2015 audit findings. This report was also provided to the Detroit Field Office. The Board does review the annual audit and track the status of required corrections of audit findings and management letter issues. The board will adopt and/or update procedures and controls to ensure that audit responsibilities are institutionalized. The Board has and will continue to adopt updated financial policies and procedures by updating any such policies which are 3 or more years old.	
F001 HUD assistance will be and has been requested for Finance and Accounting training, policies and procedures.	Executive Director and Finance Staff	LHC's request was submitted in 2015. HUD field Office requested assistance as well	
The Commission shall provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, its year to date balance sheet, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs.	F001 Executive Director and Finance TEAM	1. The January and February finance reports were submitted to HUD in the prescribed format. 2. The March Finance report was e-mailed to HUD before April 30th. 3. The April Finance report will be e-mailed to HUD by May 30, 2017. 4. The May Finance reports were provided to HUD before June 30th. This goal is current and on target. 5. The June finance reports were provided to HUD before July 31, 2016. The July finance reports were provided to HUD before July 31, 2016. 6. The August finance report was provided to HUD by August 31, 2016. 7. The September finance report was provided by September 30, 2016. This goal is on target. The September reports will be submitted to the DFO before October 31, 2016	
F001 LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May, 2016 Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July, 2016	Executive Director and Finance TEAM	The Board approved the resolution to submit the Budget on June 14, 2016. The Budget was submitted to HUD before July 1, 2016. This Goal is on Target and achieved.	
F002			

Recovery Plan Timetables, Deliverables and Assignments			Responsible Entity	Status
F002	The monthly financial statements including a year-to-date budgeted to actual revenue, expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. April 2016		BDO, Executive Director and Finance Team	BDO prepares the Financial statements. The finance Committee and Manager's received the April, May and June, July, August and September finance statements timely. This goal is achieved and on target.
F001	The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016		Executive Director, BDO and Finance TEAM	Bank reconciliations are completed in conjunction with the Board Finance Report Preparation. This goal is on target for August and achieved.
F001	Unaudited financials must be submitted no later than 2 months after the Commission's fiscal year end August 31, 2016		Executive Director, BDO and Finance TEAM	LHC staff and BDO assembled the documentation needed and submitted the unaudited financials on August 25, 2016. Six days before the due date before of August 31, 2016. LHC achieved this goal.
F001	Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017		Executive Director, BDO and Finance TEAM	The 2016 Audit Engagement Letters have been signed. Plante Moran will begin the compliance audit procedures the 1st week of September. The Finance portion of the audit will begin the 1st week of November. All of the requested documentation for the Financial part of the 2015 Audit have been uploaded into Plante Moran's proprietary system and are ready for the November finance audit start date.
F001	The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016		Executive Director and Finance TEAM	
F002	The Housing Commission shall effectively create, execute, and maintain plans, policies, and written financial procedures; that provide efficient internal controls process as corroborated in annual independent audit 3/31/17.		Executive Director, BDO and Finance TEAM	
F001	The 3/31/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer are affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017		Executive Director, BDO and Finance TEAM	The 2016 Audit will be available by December 15, 2016. This audit should be utilized to determine LHC has achieved this objective
F003	LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.		Executive Director, BDO and Finance TEAM	LHC has created a schedule for reviewing existing policies and updating them as necessary. 3 internal control/finance policies will be approved by the Board at the October Meeting. These policies have been reviewed by subject matter experts as well as the Finance Committee. Upon approval appropriate staff will receive training. All staff who are trained will sign an acknowledgement of the same. In addition, LHC has created a process for updating the PSS records including a check and balance with finance. The assigned staff Jennifer Burnette has been trained on this procedure and will sign off to acknowledge her understanding of the policy and agreement to comply.
F001	Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017		Executive Director, BDO and Finance TEAM	The 2016 Audit Engagement Letters have been signed. Plante Moran will begin the compliance audit procedures the 1st week of September. The Finance portion of the audit will begin the 1st week of November. All of the requested documentation for the Financial part of the 2015 Audit have been uploaded into Plante Moran's proprietary system and are ready for the November finance audit start date.
F001	The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016		Executive Director and Finance TEAM	
F001				

Recovery Plan Timetables, Deliverables and Assignments			Responsible Entity	Status
The 331/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017			Executive Director, BDO and Finance TEAM	The 2016 Audit will be available by December 15, 2016. This audit should be utilized to determine LHC has achieved this objective
F003	LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.		Executive Director, BDO and Finance TEAM	LHC has created a schedule for reviewing existing policies and updating them as necessary. 3 internal control/finance policies will be approved by the Board at the October Meeting. These policies have been reviewed by subject matter experts as well as the Finance Committee. Upon approval appropriate staff will receive training. All staff who are trained will sign an acknowledgement of the same. In addition, LHC has created a process for updating the FSS records including a check and balance with finance. The assigned staff Jennifer Burnette has been trained on this procedure and will sign off to acknowledge her understanding of the policy and agreement to comply.
M001	PHA must maintain an occupancy rate of 96.0% - May 2016 Forward		Executive Director, Asset Management Director, PHM, PHA, Maintenance TEAM	The Agency's Occupancy Rate for May was 96% including units in modernization status
	Increase Occupancy to 94.5% Feb 28, 2016.		Director of Asset Management, PHM & PHA	February's occupancy exceeds 94%
	Increase Occupancy to 94.5% March 30, 2016.		Director of Asset Management, PHM & PHA	March's occupancy rate exceeds 94.5%
	Increase Occupancy to 95.0% April 30, 2016		Director of Asset Management, PHM & PHA	LHC's ability to achieve this goal has been negatively impacted by S. Washington Park and LaRoy Froh. South Washington experienced a number of move outs because of lease violations, and evictions related to illegal activity. When LaRoy Froh puts units into Modernization status the overall goal of 95% will be achieved. This goal was achieved at Mt. Vernon and Hildebrandt Park
	Increase Occupancy to 96.0% May 31, 2016.		Director of Asset Management, PHM & PHA	LaRoy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, LaRoy Froh will attain 96% by the July report.
	Increase Occupancy to 96.0% May 31, 2016.		Director of Asset Management, PHM & PHA	LaRoy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, LaRoy Froh will attain 96% by the July report.
	Maintain Occupancy at 96.0% June 30, 2016.		Director of Asset Management, PHM & PHA	LHC's overall occupancy rate for June is 96% including units in modernization status. However, both South Washington and LaRoy Froh are not at 96% occupancy. Evictions exceeded new move ins at South Washington as a result of evictions and voluntary move outs related to criminal activity and lease non compliance. We expect to see occupancy begin to tick up in September 2016. LaRoy Froh occupancy will begin to increase in August 2016. LHC's goal continues to be to achieve 96%+ occupancy overall and by site as well.
	Maintain Occupancy at 96.0% July 30, 2016.		Director of Asset Management, PHM & PHA	LHC's overall occupancy rate for July is 96% including units in modernization status. Yet, South Washington and LaRoy Froh are not at 96% occupancy. This month new move ins exceeded evictions at South Washington. However LHC continues evictions for criminal activity, failure to pay rent and lease non compliance. We expect to see occupancy begin to tick up in September 2016. LaRoy Froh occupancy will begin to increase in August 2016. LHC's goal continues to be to achieve 96%+ occupancy overall and by site as well.

Recovery Plan Timetables, Deliverables and Assignments			Responsible Entity	Status
Maintain August Occupancy at 96.0%			Director of Asset Management, PHM & PHA	Laroy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, Laroy Froh will attain 96% by the October report.
Maintain September Occupancy at 96%			Director of Asset Management, PHM & PHA	Hildebrandt and Mt. Vernon's occupancy rates exceed 96%, the overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, Laroy Froh will attain 96% by the October report.
M003 LHC shall increase reserves by managing expenditures more closely, seeking cost savings by partnering with outside resources and utilizing community funding resources (i.e. Board of Water and Light Energy Savings 15 -16 on-going). Consumer's energy savings (2015-16 on-going), appliance and furnace replacements, joint venturing with training programs to provide reduced cost labor (6/30/2016 - Brick and Concrete Union), and increasing occupancy to 96%.			Executive Director & Finance TEAM	Board of Water & Light has installed energy saving features, is tuning up furnaces, and continues to install LED lights. LHC continues to work with BML and Consumer's power to access all energy savings grant programs. Board of Water & Light installed energy saving features. Consumers Power tuned up furnaces, BML completed installation of LED lights. The Concrete trades union requested that LHC contact them in August to discuss the proposed MOU. The Brick Layers union responded to LHCs request stating no more apprenticeship work will be assigned this year. We will contact them again after January 2017. Reserves have increased since inception of the Recovery Agreement
M002 LHC must institute the required asset management model that includes project based funding, project based budgeting, project based accounting, project asked management and project asked performance assessment.			Edward Forrest	The Board received copies of the 2016-17 Budget. When discussing the Budget the Board reviewed the organizational structure including project based budgeting, accounting and management. We discussed staffing and staff responsibilities but individual job descriptions were not provided. However, job descriptions were and are available for review. Performance Matrix for each LHC position will be completed by October 31, 2016 and presented to the Board for information. The current organizational structure, job descriptions, project based budgeting and accountability demonstrate LHC is operating in accordance with HUD expectations. This goal is achieved..
M002 LHC will ensure performance evaluations are conducted for each employee in accordance with LHC policy. (Annually -Year 2016 by 6-30-2016, 2017 by 6-30-17... On-going)			Edward Forrest	1. 100% of staff received performance evaluations during the 2016 fiscal year. 2. On-going annual performance evaluations are on target for fiscal year 2017. A new performance Evaluation Matrix will be utilized to complete evaluations for 2016-17. This format will be provided to the Finance Committee and Board at the October meeting. It is also provided the DFO with the October Recovery Report. Evaluations of Staff will begin in November.
General Long-term standard performer or higher for all PHAS indicators - June 30, 2016, June 30, 2017 etc.			Executive Director, All Staff	LHC will institutionalize processes and procedures to insure the financial improvements that have been achieved will be sustainable. LHC's 2016 audit will reflect that LHC has achieved standard performer status. However, the objective is to ensure the actions taken to become a standard performer or better must be sustainable. LHC is going forward utilizing a two pronged approach to sustainability in the Finance and Accounting functions. There is a plan A and a plan B. Plan A includes the use of a full time AP Finance person on LHC's staff and a part-time person involved in check production and record keeping. A high performing, well qualified contracted financial team to complete board reports, bank reconciliations, general ledger activities etc. and a well qualified-high performing financial team to act as the Finance Manager. Plan B involves utilizing internal staff to perform AP and check productions/recordkeeping functions and hiring a in house Staff Finance Manager along with increasing the in-house financial staff by one additional full or part time person or continuing to utilize an outside firm to complete, bank reconciliations, general ledger functions, prepare board reports, etc. We have determined the new Executive Director is best suited to determine if Plan B is the desired option and to pursue the hiring needed to pursue this course. Sustainability is achievable under both option A & B.

Specific Training are listed below:

EIV Recertification Training 4-13-16 LPH and HCV staff (on line HUD)

PHM Training April 18-22, 2016 Tom, Marcus, Marvin, Kis, Andrea and Victoria (Nan McKay)

Managers and Edward went to Michigan City Cinnatre Housing University May 16-18, 2016

LTC training June 14-16, 2016 Marcus, Tom, Edward Lisa (Zeffert)

Recovery Plan Timetables, Deliverables and Assignments	
Responsible Entity	Status

Rent Collection Training August 2-4, 2016 Kim, Andrea, Tom, Marcus, Marvin (Nan McKay)

Project Based Maintenance Management Training September 13-15, 2016 all LPH staff (Nan McKay)

Customer Service Training September 22-23, 2016 all LPH and HCV staff (Nan McKay)

Supervisory Management October 18-20, 2016 all LPH and Kim (Nan McKay)

LHC Policy Update Schedule

Policy Title	Date Adopted by Board	Revised	Scheduled Review Date	Notes
Accounts Payable Internal Accounting Control Policy	8/27/2014		11/15/2016	
Admissions and Continued Occupancy Policy (ACOP)- Public Housing	4/27/2016		4/1/2017	
Bed Bug Policy	4/27/2011		4/1/2017	
Capitalization Policy September 2014	9/24/2014		12/30/2016	
Code of Conduct	6/22/2011		5/31/2017	
Computer & Electronic Equipment	11/16/2009		6/30/2017	
Conflict of Interest	11/16/2009	3/24/2011	5/1/2017	
Credit Card Policy	2/24/2010	4/25/2012	1/1/2017	
Customer Service	10/14/2009		Oct-17	
Discriminatory Harassment	11/16/2009		11/30/2017	
Gifts & Gratuities	10/14/2009		Jul-17	
Ethics	10/14/2009		Aug-17	
Electronic Communications & Social Media	3/24/2011	3/24/2012	9/30/2017	
Electronic File Storage Policy	8/24/2016		8/31/2019	
Family and Medial Leave	1/27/2010		Jun-17	
FOIA	7/28/2010		11/30/2016	
HCV De-Concentration Policy	8/25/2010		11/30/2016	
Investment Policy	12/15/2010		10/31/2016	
Lansing Housing Commission By-Laws Final Revision 2-2015	2/1/2015		2/28/2018	
Process Write Offs and Collections	6/22/2011		Oct-16	

Political Activity	10/14/2009		Nov-17	
Procurement Policy Revision-Sept 17 2014	9/24/2014		9/1/2017	
Smoke Free Property Policy	7/28/2010		60 Days After HUD Issues a PIH Notice	
Smoke Free Work Place Policy	10/14/2009		60 Days after HUD Issues a PIH Notice	
Social Security Confidentiality	10/14/2009		Nov-16	
Substance Abuse and Drug Free Work Place	10/14/2009		Mar-17	
Travel Policy	12/15/2009		12/1/2016	
Vehicle Policy	2/24/2010		3/1/2017	
Vehicle Standard Operating Procedure	2/24/2016		Feb-19	
Workplace Misconduct	10/14/2009		Dec-16	

Position Title: Deputy Director						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Matrix: Executive Director Lansing Housing Commission	Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
1. Works directly with the Executive Director on related housing projects and advises the Executive Director on necessary actions regarding programs, people, and/or requirements.						
2. Represents the Executive Director and/or the Commission to the public, residents, other government officials and agencies, and other external sources.						
3. Ensures that the plans integrate with and support the Executive Director, the Agency Plan and the agency mission.						
4. Develop and execute plans and strategies, overseeing the activities of various departments, the communication activities and receiving and handling complaints.						
5. Ensure a high level of service and opportunities to low income and disabled families in accordance with the mission and goals of the Commission.						
6. Reviews proposed policies, procedures, and guidelines to ensure compliance with federal, state, local, HUD rules and regulations.						
7. Review and monitor operational activities to ensure that budget requirements are met.						
8. Oversee contracts and Memorandum of Understanding to ensure the Commission's best interest is served.						
9. Review all federal notices and prepare grant applications for a variety of federal, state and local funds.						
10. Develop Requests for Proposals (RFP) for program needs, training and technical assistance, and grant application/administration services; review proposals for compliance with the RFP and oversee various contracts resulting from these activities.						
11. Work collaboratively with internal and external groups and committees to develop and implement innovative methods to improve services for low income and						
12. Oversee such matters as personnel, payroll, contract negotiations, budgeting, purchasing, accounting, management information systems, emergency housing, modernization, etc.						
13. Implement policies and procedures established by the Housing Commission.						
14. Analyzes operations to evaluate staff performance and meeting objectives to determine areas of potential cost reduction.						
15. Direct, supervise, and delegate responsibilities to staff.						
16. Represent the Housing Commission in litigation.						
17. Maintain good public relations with the various governmental agencies and other groups that may be helpful in the development and operation of low income						
18. Regularly deal with sensitive and confidential matters.						
Strengths						
Growth/Development Opportunities						
Summary comments						
I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.						
Employee Signature:		Date:		Manager Signature:		Date:

Position Title: Director of Asset Management						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Matrix: Deputy Director Lansing Housing Commission		Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory Not Applicable
1. Ensure a high level of service and opportunities to low income and disabled families in accordance with the mission and goals of the Commission.						
2. Provide innovative leadership in administering the diverse services offered through the various low income and disabled assisted housing programs.						
3. Supervise and train assigned staff in the operation of the various programs.						
4. Participate in the development of budgets for operations, development and improvement grants.						
5. Review and monitor operational activities to ensure that budget requirements are met.						
6. Review federal, state, local, and HUD regulations and make appropriate operational procedure changes to ensure compliance.						
7. Review all federal notices and prepare grant applications for a variety of federal, state and local funds.						
8. Assess facility needs, request bids for needed services, make selection decisions, and prepare contracts.						
9. Work collaboratively with internal and external groups and committees to develop and implement innovative methods to improve services for low income and disabled families.						
10. Work efficiently and effectively with residents, the public, agencies, and other entities to resolve complaints and ensure continued quality improvement of services.						
11. Answer inquiries from a variety of internal and external sources						
12. Regularly deal with sensitive and confidential matters.						
Strengths						
Growth/Development Opportunities						
Summary comments						
I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.						
Employee Signature:		Date:		Manager Signature:		Date:

Position Title: Asset Manager

Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
		Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory
Employee Evaluation Matrix: Director of Asset Management						Not Applicable
1. Maintains current knowledge of LHC, Local, State & HUD regulations						
housing codes and REAC standards. Inspect apartments (units), building(s) and grounds, daily and for move ins/outs, recertifications, facilitate repairs and pest treatments and respond to emergencies						
3. Tracks operational expenses to ensure site meets budget requirements						
4. Actively coordinate the resident application process to achieve and maintain the highest occupancy rate						
5. Oversee the certification and recertification process, review resident eligibility, compute rent, ensure completion of required documentation within the program rules and guidelines and perform in house quality control file audits.						
6. Research, compile and analyze information for budgets, bids, inventory, purchasing, waiting lists, transfer lists, accounts (resident and site vendor) payable, verify rent collection, court filings, grants and etc.						
7. Manage and oversee services rendered to residents and unit repairs						
8. Answers inquiries and makes appropriate referrals internally & externally						
9. Supervise and train assigned staff in the characteristic duties. Approves time, staff schedules, leave time, reviews staff performance and assists in resolving employee relations issues.						
10. Comfortably and effectively delegates both important and routine tasks and decisions						
11. Reports for work on time, provides advance notice of need for absence						
12. Respectful of colleagues when working with others and makes valuable contributions						
13. Shows evidence of personal development, seeks specialized training and identifies ways to improve						
Strengths						
Growth/Development Opportunities						
Summary comments						
I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.						
Employee Signature:		Date		Manager Signature:		Date:

Position Title: Assistant Asset Management						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Matrix: Asset Manager	Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
1. Manage rental and assisted housing programs and perform related operational activities including grievance hearings.						
2. Ensure a high level of service to residents by effectively managing the maintenance and operation of the assigned site and implementing/recommending program policy and procedure changes						
3. Coordinate the resident application process to achieve and maintain the highest occupancy rate. Ensure all residents are informed of the rules required under the lease, LHC procedures and HUD requirements.						
4. Manage and oversee services rendered to residents, ensuring timely response to routine resident and facility or building needs and emergencies.						
5. Supervise and train assigned staff in the characteristic duties. Approve time, staff schedules, leave time, and assist in resolving employee relations issues in the manager's absence.						
6. Under the manager's supervision, research, compile and analyze information for budgets, bids, inventory, purchasing, waiting lists, transfer lists, accounts (resident and site vendor) payable, court filings, grants and etc.						
7. Maintain current knowledge of federal, state, local, and HUD regulations; recommend policy and procedure changes for compliance.						
8. Ensure compliance with federal, state, and local housing codes and REAC standards. As assigned by the manger inspect apartments (units), building(s) and grounds, daily, at move ins/outs and recertification, facilitate repairs and pest treatments and respond to emergencies.						
9. Conduct certification and recertification activities, review resident eligibility, compute rent, ensure completion of required documentation within the program rules and guidelines and perform in house quality control file audits						
10. Assist in or investigate and resolve safety and security issues, complaints from residents, community agencies, and the general public.						
11. Develop and coordinate the activities and special programs (learning centers, food distributions, etc., and routine functions such as contract or lease administration.						
12. Answer inquiries from a variety of internal and external sources and explain applicable Commission rules, policies, practices, procedure, regulations and compliance requirements to customers of the Commission.						
13. Periodically represent the Commission through speaking engagements and at conferences, workshops, and meetings, etc.						
Strengths						
Growth/Development Opportunities						
Summary comments						
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Employee Signature:		Date:		Manager Signature:		Date:

Position Title: Senior Maintenance Worker						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Matrix: Asset Manager	Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
1. Perform plumbing repairs such as repairing leaks, unplugging lines, changing traps and valve diaphragms and making other repairs. Install or replace fixtures in sinks, toilets, drinking fountains, bathtubs and showers. Unclog pipes and sewers.						
2. Repair or replace ballast, light switches, and changes receptacles. Diagnose other electrical problems and makes necessary repairs or refers work to licensed electricians as may be required						
3. Perform various carpentry tasks including building kitchen shelves, cabinets, and cupboards, hanging doors, and hanging and repairing drywall. Perform flooring repair or replacement including hardwood floors, floor tiles and sub floors if needed. Repair and replace broken windows and doors and completes other miscellaneous carpentry tasks.						
4. Repair or replace appliances including gas valves and door seals on stoves and refrigerators, seals and fans on refrigerators and unclogging and repairing garbage disposals.						
5. Clean, service, and repair furnaces and water heaters including replacing parts such as gas valves, pilot burners and blower motors.						
6. Perform general cleaning of units in preparation for occupancy. Remove items, sweeps floors, removes and cleans plugs, switch covers and light globes. Change entry locks and ensure housing units are secure.						
7. Perform a variety of other general repairs to Housing Commission properties and equipment. Assist other staff and outside contractors on assigned projects. May serve as a lead worker to less experienced staff on an assigned project.						
8. Assist in loading and unloading trucks and delivering supplies to work sites.						
9. Maintain a variety of records and reports including mileage records, work order records, and inventory control reports.						
10. Provide primary and support on-call services as required to address emergency situations including gas leaks, no-heat, snow emergencies and broken windows and doors.						
11. Operate a variety of vehicles and equipment including vans, pickups, nailers, skill saws and other power tools. Ensure the safe operation and storage of maintenance tools and equipment. Perform minor servicing on equipment as necessary.						
Strengths						
Growth/Development Opportunities						
Summary comments						
I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.						
Employee Signature:		Date:		Manager Signature:		Date:

Position Title: General Maintenance Worker

Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Martix: Asset Manager		Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory
1. Vacuum, dust mop, strip and polish floors. Operate and maintain machinery required to clean, protect and maintain a variety of floor surfaces.						
2. Clean and disinfect sinks, stools and other fixtures. Stock restrooms with towels, tissue and soap. Empies waste receptacles.						
3. Assist in loading and unloading deliveries including delivering supplies and materials to desired locations						
4. Pick up and dispose of trash and other discarded items from housing units. Sweep parking lots, remove rubbish and ensure outside areas are well maintained and free of graffiti. Clean out vacated housing units by disposing of furniture, garbage and other items left by residents.						
5. Operate and maintain power equipment used for outside maintenance. Maintain lawns, trims trees, maintains flowers beds and bushes, spread mulch, edge lawns, pull and spray weeds, pick up leaves and mow lawns utilizing power equipment. Clean and repair gutters and eve troughs as necessary.						
6. Remove snow and ice from steps and walkways salt and sand during inclement weather. Operate and maintain snow removal equipment including, blowers and tractors, etc						
7. Perform regular maintenance on lawn and snow equipment including doing oil changes, replacing sparkplugs and filters and other minor repairs. Maintain work logs, vehicle logs, equipment logs and related records						
8. Assist the Senior Maintenance Workers in rehabilitating vacated housing units. Assist with plumbing, carpentry, electrical, painting and other skilled trade tasks. Repair broken windows, replace lights and perform other minor and routine repairs.						
9. Move furniture for cleaning, or to set-up rooms for meetings and other purposes						
Strengths						
Growth/Development Opportunities						
Summary comments						
I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.						
Employee Signature:		Date		Manager Signature:		Date:

Position Title: HCV Supervisor						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	

Employee Evaluation Matrix: Executive Director/Designee	Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
1. Supervises and directs HCV staff, including hiring, training, assigning work, scheduling and reviewing completed work. Approves leave time, reviews staff performance and resolves employee relation's issues.						
2. Resolve internal and external payment questions and ensure payments are processed correctly						
3. Alert Finance Director of problems, answer questions or assist with accounts payable matters.						
4. Reconcile general ledger accounts as requested.						
5. Post cash receipts that are deposited by the Central Office						
6. Prepare and send Form 1099s to eligible vendors, and file with IRS annually, in accordance with established procedures and federal law.						
7. Process travel expense reports in accordance with established procedures.						
8. Identify opportunities and assist with improvements in efficiency and effectiveness of the Accounting processes and related internal control standards						
9. Act as liaison with repair technicians for departmental equipment and machinery when needed						
10. Prepare Capital Fund draw requests with proper support for draws and maintain Capital Funds summary schedules and support binders.						
Strengths						
Growth/Development Opportunities						
Summary comments						
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Employee Signature:	Date:		Manager Signature:	Date:		

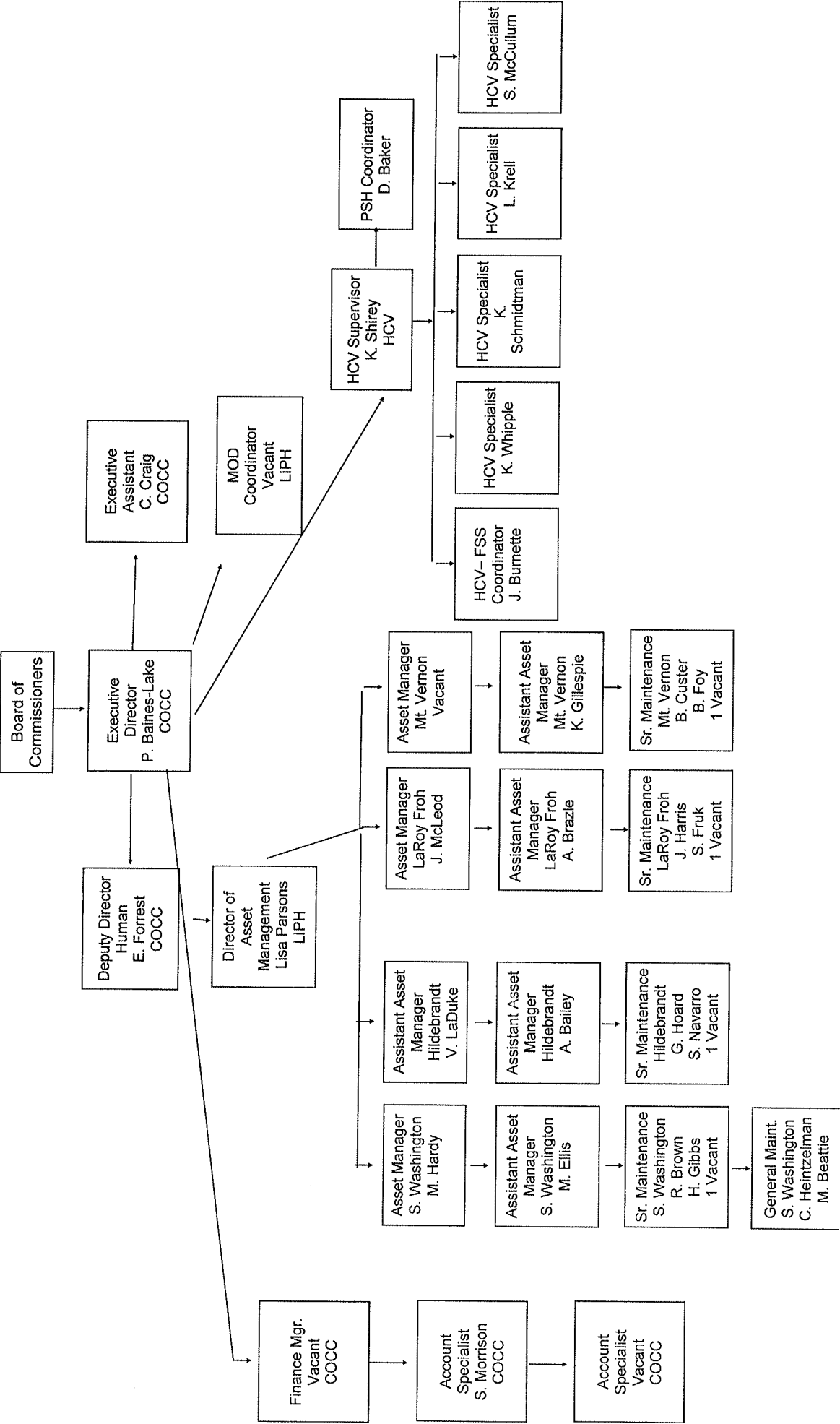
Position Title: Housing Choice Voucher (HCV) Coordinator

Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date		
Employee Evaluation Matrix:		Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
Housing Choice Supervisor							
1. Supervise and direct support staff, including training, assigning work, scheduling and reviewing completed work product. Approve time on a bi-weekly basis, review staff performance and assist in resolving employee relation's issues.							
2. Process applications to determine eligibility for admission to HCV related programs. Verify applicant's income, housing needs, and related eligibility							
3. Provide orientation for prospective program participants using HCV Program regulations and standards, explain federal regulations, policies and practices, rights and responsibilities of clients and landlords.							
4. Inspect rental units for initial moves and annual re-certifications to assure compliance with established housing quality standards; and on occasion perform special inspections in response to voucher holder's							
5. Meet with participants to update and revise household information, adjust rent, complete required certification and re-certification paperwork and review required regulations and family responsibilities. Ensure that contracts, leases and landlord information are properly completed.							
6. Apply Federal Rules and regulations when conducting interim and annual re-certifications to verify continued eligibility or to compute new rental subsidies as family circumstances change. Gather required documentation to support certifications of							
7. Review and process requests for housing unit transfers within LHC's jurisdiction or requests for portability for applicants and participants. Manage the							
8. Mediate and enforce rules between landlords and participants related to Housing Assistance Payments and Housing Quality Standards. Answer inquiries from participants, landlords, agencies, and the general public regarding the HCV Program and related issues. Investigate complaints regarding family composition and income.							
9. Hear, rule on, conduct or participate in informal review hearings.							
10. Establish and maintain cooperative working relationships with local health and human service providers, landlords, police agencies and other community providers.							
11. Extensive written and verbal communication, interpretation of federal rules and regulations, research, and analyzing diverse data and possess. In addition to collaborative work with peers, governmental agencies, landlords and							
12. Attend committee meetings and conferences with/or in absence of Executive Director. Prepare and present Board							
13. Maintain knowledge current of federal, state, local, HUD regulations, pertaining to the Housing Choice Voucher Program and Housing Quality Standards.							
14. Verify the accuracy of Housing Assistance Payments and subsidies. Maintain proper verification for SEMAP							
15. Prepare correspondence, reports, and maintain information using computer software such as word processing, database and other software.							
Strengths							
Growth/Development Opportunities							
Summary comments							
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Employee Signature:		Date	Manager Signature:		Date:		

Position Title: HCV Housing Specialist						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
<div> <div>Employee Evaluation Matrix: Housing Choice Supervisor</div> <div> <div>Exceeds Expectations</div> <div>Above Expectations</div> <div>Meets Expectations</div> <div>Below Expectations</div> <div>Unsatisfactory</div> <div>Not Applicable</div> </div> </div>						
1. Provide one stop Housing Choice Voucher services to a specific caseload, provide all essential service to this caseload and maintain required data.						
2. Process applications to determine eligibility for admission and continued participation in HCV programs. Verify applicant's income, housing needs, and related eligibility standards						
3. Provide orientation for prospective program participants using HCV Program regulations and standards, explain federal regulations, policies and practices, rights and responsibilities of clients and landlords.						
4. Meet with participants to update and revise household information, adjust rent, complete required certification and re-certification paperwork and review required regulations and family responsibilities. Ensure contracts, leases and landlord information are properly completed.						
5. Apply Federal rules and regulations when conducting interim and annual recertification's to verify continued eligibility or to compute new rental subsidies as family circumstances change. Gather required documentation to support certifications of eligibility.						
6. Review and process requests for housing unit transfers within LHC's jurisdiction						
7. Mediate and enforce rules between landlords and participants related to Housing Assistance Payments and Housing Quality Standards. Answer inquiries from participants, landlords, agencies, and the general public regarding the HCV Program and related issues. Investigate complaints regarding family composition and income.						
8. Provide written and verbal communication, interpretation of federal rules and regulations, research, and analyze data. In addition collaborate with peers, governmental agencies, landlords and tenants.						
9. Maintain current knowledge of federal, state, local, and HUD regulations, pertaining to the Housing Choice Voucher Program and Housing Quality Standards.						
10. Prepare correspondence, reports, and maintain information using computer software such as word processing, database and other software						
Strengths						
Growth/Development Opportunities						
Summary comments						
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Employee Signature:		Date:		Manager Signature:		Date:

Position Title: Accounting Specialist						
Employee's Name	Department	Review Period	Supervisor Name	Supervisor Title	Date	
Employee Evaluation Matrix:	Exceeds Expectations	Above Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Applicable
1. Review and process incoming invoices, and enter data into the system to generate payments in a timely manner.						
2. Resolve internal and external payment questions and ensure payments are processed correctly						
3. Alert Finance Director of problems, answer questions or assist with accounts payable matters.						
4. Reconcile general ledger accounts as requested.						
5. Post cash receipts that are deposited by the Central Office						
6. Prepare and send Form 1099s to eligible vendors, and file with IRS annually, in accordance with established procedures and federal law.						
7. Process travel expense reports in accordance with established procedures.						
8. Identify opportunities and assist with improvements in efficiency and effectiveness of the Accounting processes and related internal control standards						
9. Act as liaison with repair technicians for departmental equipment and machinery when needed						
10. Prepare Capital Fund draw requests with proper support for draws and maintain Capital Funds summary schedules and support binders.						
Strengths						
Growth/Development Opportunities						
Summary comments						
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Employee Signature:		Date:		Manager Signature:		Date:

Lansing Housing Commission Organizational Chart





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

**LHC Board
Sign-In Sheet
Date of Meeting: October 26, 2016**

Name	Organization	Phone #	E-mail
Edward Forest	LHC	517-853-3048	Edward@lanshc.org
Lisa Peters	LHC	517-487-9847	LisaP@Lanshc.org
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