



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

Agenda
Lansing Housing Commission
September 27, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of August 23, 2017

Action Items:

- Resolution 1278 - Approval of Ethics Policy
- Resolution 1279 - Approval Procurement Policy (tabled)
- Resolution 1280 - Approval Computer & Electronic Equipment Policy
- Resolution 1281 – Approval of Annual HCV Payment Standards

Informational Items.

- a. Finance Report August 2017 Dickey May
 - b. Housing Choice Voucher Report August 2017
 - c. Asset Management Report August 2017
 - Mt. Vernon & Scattered Sites AMP 102
 - Hildebrandt, Forrest, Hoyt AMP 103 & Scattered Sites
 - LaRoy Froh & Scattered Sites AMP 111
 - South Washington & Scattered Sites AMP 112
 - d. Sustainability Agreement Update Martell Armstrong
3. Executive Director's Comments
 4. President's Comments.





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





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Minutes of the August 23, 2017

Commissioner Baltimore called the meeting to order promptly at 5:34 p.m. Mr. Armstrong, called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Joyce, Deschaine, and Robinson were present at roll call. Commissioner Pena joined while the meeting was in progress.

STAFF:

Kim Shirey	Edward Forrest
Andrea Bailey	Marcus Hardy
Victoria LaDuke	Sonya Morrison
Marshall Brice	Marvin Ellis

Guests:

Daniel Black
Dickey May, Financial Consultant via telephone

Commissioner Joyce moved and Commissioner Robinson 2nd a motion to approve the minutes of the July 26, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Resolution 1276- Approval of the Annual SEMAP Certification. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report Dicky May, Mr. May provided a brief overview of the finance reports for July 2017.
- B. Housing Choice Voucher Report— The HCV waiting list is opening on August 24- August 31. All applications will be electronic and randomly sorted to place 650 applicants on the actual waiting list. There are still 150 people on the current waiting list which opened in February of this year. Those applications will be pulled and processed sometime next month. The HCV Department participated in the annual Connect 4 Kids with the City of Lansing. The turnout exceeded the





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cities expectations. Staff passed out crayons and coloring books purchased by LIPH along with pencils purchased by the HCV department. Staff was also able to pass along information regarding our waiting list opening to a lot of individuals that might not otherwise known.

- C. Asset Management Report—Edward Forrest announced the LIPH has an overall occupancy of 96%.
- D. Sustainability Agreement Update: Mr. Armstrong reported that the commission continues to abide by the monthly, quarterly, and biannual provisions enumerated in the sustainability agreement. Commissioner Robinson requested that all Mr. Armstrong's updates to the board on the total progress include previously closed out items in future meetings.

Executive Director's Comments: Mr. Armstrong announced the following:

- The Executive Director continues to maintain frequent contract with the Detroit Field Office regarding closure of the remaining DEC audit findings. The matter is still under review with the DFO.
- The Executive Director has met with Justine Weiber of MSHDA to better understand the loan structure, financial resources, and LHC's options for Oliver Garden once the tax credit period is over.
- The Executive Director, the Deputy Director, and the LHC Financial Consultant met with a representative from MERS to discuss the various retirement classifications and the various funding options in each classification respectively.
- The Executive Director met with the Greater Lansing Homeless Resolution Network to discuss drafting a coordinated point of entry policy and to also advise the group on LHC'S homelessness local preference.
- The Executive Director, along with the Deputy Director, met with members of MSU's School of Planning, Design and Construction to discuss possible future collaborations.





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- LHC has received a bid for the South Washington Park Stair replacement/repair project. Board approval will be needed prior to work beginning.
- The Executive Director has entered all work information into HUD's EPIC system, as required for capital fund drawdown eligibility.
- LHA hosted a Commissioner's training that was facilitated by the Michigan National Association of Housing and Real Estate Officials. One commissioner and the Executive Director participated in the training and received certification in this area.
- The SEMAP report will be submitted by the Executive Director once it is approved and voted on by the Board of Commissioners.
- LHC's REAC inspection will occur on September 13-15. The physical inspection (REAC) accounts for 40 of the possible 100 points for PHAS.
- LPH has onboarded two new temporary workers in the maintenance department.
- The HCV waitlist will be open from August 24 to August 31, 2017 for the first randomly selected 650 participants.

President's Comments: Chairman Baltimore announced the cancellation of the planned board retreat and strategic planning session. Future changes and streamlining will be implemented in agendas and meetings. LHC will gain a new commissioner and Dr. Pena will leave the LHC Board of Commissioners.

Public Comment – No Public Comments were submitted.

Other Business - There was no other business.

Adjournment: The meeting was adjourned at 6:22 p.m.



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September 27, 2017

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Policy No. 2009-01 Related to Ethics – Resolution No. 1278

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1278, which adopts Policy No. 2009-01 as the Lansing Housing Commission's ("LHC") Ethics Policy.

CONTACT PERSON

Martell Armstrong
Executive Director
(517) 487-6550 X 111

SUMMARY:

Staff recommends adoption of Resolution 1278 which seeks to clarify LHC's Ethics policy as it relates to certain conduct by LHC Commissioners, officers and employees during their tenure and for one (1) year after cessation of employment with LHC related to LHC projects and activities which involve the expenditure of LHC funds.

BACKGROUND:

LHC's Annual Contributions Contract ("ACC") with HUD prohibits the conduct addressed in the policy. HUD regulations also expressly prohibit such conduct with respect to the activities of current employees and former employees for a period of one (1) year after cessation of employment with LHC. The policy permits the Board to proscribe and, hopefully prevent, conduct which presents even the appearance of impropriety without requiring definitive proof thereof.

The proposed policy is intended to provide clear guidance to LHC Commissioners, officers and employees regarding prohibited conduct. It will also strengthen LHC's ability





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to identify, sidestep, avoid or promptly terminate situations and arrangements, whether contractual or otherwise, which present the appearance of impropriety without requiring formal proof of the existence of an actual conflict of interest.

FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for the LHC. Establishment of an Ethics Policy sets the governing tone of the Commission. It is the Board's fiduciary responsibility to establish policies which represent good governance practices. There are no substantive changes of this policy it is in order for your consideration.

Respectfully Submitted,

Martell Armstrong, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1278

Approval of Policy 2009-01, Ethics Policy

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Policy No. 2009-01, Ethics Policy as attached to this resolution is adopted as the policy of the Lansing Housing Commission effective September 27, 2017. Martell V. Armstrong in his capacity as Executive Director, or his designee is authorized to issue and administer the policy.


Chair

Yeas 4
Nays 0
Abstentions 0

Attest 
Secretary:

For Clerk Use Only

Resolution No.: 1278
Date Adopted: 9-27-17





**Lansing Housing Commission
Policy No. 2009-01
Ethics Policy**

Purpose

This Policy is designed to provide all Lansing Housing Commission ("LHC") employees and members of LHC's Board of Commissioners ("Board") with a clear understanding of the behavior expected of them to prevent improper conduct which may adversely affect customer relationships and public trust or confidence. All LHC employees and Board members are expected to maintain the highest possible ethical and moral standards and to perform within state and federal laws and other rules and regulations set forth by LHC.

Each employee and Board member must serve LHC residents and the public with respect, dignity, honesty and integrity. In addition, each employee and Board member is obligated to maintain confidential information and to treat internal and external customers fairly. The LHC shall provide ethics training at least annually for employees and Board members to insure this policy is thoroughly understood.

Employee & Board Member Actions

Employees & Board members shall not:

- Use personnel, resources, property or funds under his/her control outside of the proscribed regulatory procedures.
- Use personnel, resources, property or funds for personal gain or benefit.
- Grant or make available consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to all members of the public.
- Permit the use of publicly owned or publicly supplied property, material, labor or services for the private advantage of any other person or themselves.
- Use or disclose confidential or proprietary information concerning the property or affairs of LHC without proper legal authorization and the prior approval of the Executive Director.
- Use internal proprietary or confidential LHC records, information or knowledge to their advantage.
- Engage in criminal conduct or advocate criminal behavior whether on their own time or in connection with their official duties and responsibilities.



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Policy No. 2009-01
Ethics Policy**

Employee & Board Member Customer Relationships

Employees & Board members shall not:

- Direct or encourage clients to use personnel, resources, property or funds under his/her control outside of the proscribed regulatory procedures.
- Accept or solicit loans, gifts, resources, property, service or funds for personal gain or benefit from customers or their relatives.
- Accept consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to all members of the public from customers or their relatives.
- Accept the use of customer or customer relative owned or supplied property, material, labor or services for the private advantage of themselves or any other person.
- Represent his or her opinion as that of LHC.
- Permit the use of publicly owned or publicly supplied property, material, labor or services for the private advantage of any other person.
- Provide internal proprietary or confidential LHC records, information or knowledge to customers or their relatives.
- Accept employment from customers or their relatives while employed with the LHC or serving on the Board.
- Review, approve, participate or authorize an award to vendors, residents, or Assisted Housing participants without disclosing any personal, contractual, financial, business or employment interest he or she may have.

Each employee and Board member has the obligation to insure he or she adheres to this Ethics Policy. However, the Executive Director will provide general oversight for this policy and shall serve as the LHC Ethics Officer. Therefore, if an employee suspects a violation of this Ethics Policy has occurred, s/he should immediately report the violation to the Executive Director or designee. Employees found in violation of this Ethics Policy may be subject to discipline up to and including Termination of employment. LHC Board members may be subject to removal from the Board.



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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Policy No. 2009-11 Computer and Electronic Equipment Policy
Resolution No. 1280**

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1280, which adopts Policy No. 2009-11 as the Lansing Housing Commission's ("LHC") Computer and Electronic Equipment Policy.

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 372.7996

SUMMARY:

This Resolution provides guidance to LHC employees regarding acceptable use of LHC's Computers, Electronic Equipment, Computer Hardware, and Software.

BACKGROUND

LHC is obligated to maintain the integrity of its internal computer systems and other electronic equipment, in order to not compromise confidential employee and client information. Guidelines contained within this policy identify ways to insure staff maintains this integrity and it defines acceptable and unacceptable use. In addition, the policy clarifies ownership of the equipment and material stored on the equipment as LHC's.


FINANCIAL CONSIDERATION

There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for the LHC. Establishment of this policy provides the guidance needed for staff to abide by the Computer and Electronic Equipment Policy of the Lansing Housing Commission. The proposed policy is in order for your consideration.

Respectfully Submitted, 
Martell V. Armstrong, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1280

Adopted By the Lansing Housing Commission

September 27, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Computer and Electronic Equipment Policy.


Chair

Yeas 4

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1280

Date Adopted: 9/27/2017

**Lansing Housing Commission
Policy No. 2009-11
Computer and Electronic Equipment**

Introduction

The purpose of this IT Security Policy and Security Procedure manual is to establish a comprehensive program to protect the security of sensitive information collected, stored, received, or transmitted by LHC. LHC has an obligation to protect its confidential and proprietary data; protect its clients' interests; and comply with various federal, state, and industry regulations.

The policies and procedures included in this manual apply to all members of LHC's workforce—including both employees and independent contractors who perform work under the supervision of LHC.

Access Authorization

Staff members receive authorization to access proprietary data and to use LHC's network, devices, and cloud services, to conduct transactions, and to run software applications based on their job responsibilities and qualifications. Authorization enables staff members to use the information resources of the company. Staff members should not access information for other staff members who lack appropriate authorization, or for anyone outside the company, unless expressly authorized by company management. Only authorized staff members are allowed to use workstations (computer terminals, personal computers, and other devices) that can access company data. A unique user ID and password are required to use LHC's information systems.

Assigned Security Responsibility

LHC will appoint a security official who is responsible for:

- Establishing LHC's security program and overseeing its implementation
- Ensuring compliance with federal, state and industry security regulations and standards
- Reviewing all purchases or acquisitions of information technology for consistency with LHC's security policies and standards
- Investigating security incidents (i.e., known or suspected violations of security policies and procedures, breaches in security measures and the security of LHC's protected health information)
- Reviewing information system activity to ensure compliance with LHC's security policies and procedures
- Developing and implementing security training and awareness program for LHC's employees and staff

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Computer and Electronic Equipment**

- Reviewing and approving the security provisions of contracts with business partners
- Reviewing annually compliance with security requirements, policies, and standards
- Complying with the HIPAA requirements for an assigned HIPAA Security Officer

Authorization/Supervision

All employees and other members of LHC's workforce must be specifically authorized to use the information resources or to access company data.

Automatic Locking for Windows and Mac OS computers

All workstations are configured to lock the user's screen after 15 minutes of inactivity. After being automatically locked, a user must re-enter his or her user name and password to resume the interrupted activity. Users may not disable this automatic screen locking feature.

Automatic Locking for iPhone, iPad, and Android mobile devices

All mobile devices are configured to lock the user's screen after two (2) minutes of inactivity. After being automatically locked, a user must re-enter his or her screen unlock code to resume the interrupted activity. Users may not disable this automatic screen locking feature.

Business Continuity Plan

LHC will develop a comprehensive written plan to continue business during, or resume business immediately after a disruption or disaster. This plan must go beyond the tasks required to recover LHC's IT infrastructure, and include a:

- Risk Analysis identifying potential risks and mitigation strategies
- Business Impact Analysis to identify LHC's functions and the effect of critical functions
- Communications Plan to contact employees, customers, and vendors
- Alternate site plan if the company facilities are not available
- Ability to redirect incoming phone calls; e-mail; access to company on-line resources
- Ability to continue critical services to customers
- Ability to continue critical technology functions
- Recovery strategies based on the Risk Assessment and Business Continuity Plan



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The plan must be tested with a simulated disaster at least once per year. Testing may be as little as proving that critical IT infrastructure can be recovered to a full-scale drill where employees work from an alternate site.

Client Security

Only employees authorized by LHC management may access client systems, and only for authorized purposes. LHC employees are required to maintain confidentiality of client information as if it were LHC information.

LHC users of information systems must never require the provision of private Customer information, which is unnecessary for the completion of a transaction or for the provision of services. No service provided by LHC may be denied to any Customer if they refuse to provide unnecessary private information. The LHC Executive Director will resolve all disputes about necessary private information.

Any client information protected by federal, state, or industry regulations must be managed in accordance with those regulations. Specifically,

- No protected information may be removed from client site by physical or electronic means without specific authorization by LHC management.
- All protected information must be protected with the encryption standards set forth in the applicable regulation(s).
- No information overheard or seen at customer sites may be shared for purposes other than those authorized by LHC
- Employees will be trained on all regulations appropriate to their work with clients
- Employees will be subject to all civil and criminal penalties for non-compliance with regulations required of clients

Data Classification

The security official must develop a process to classify and secure company data. Classifications must include:

- Criticality for prioritized recovery after a disruption or disaster
- Sensitivity of company data that is proprietary, including customer lists, designs and plans, employee records, pricing, etc.
- Protected information including Social Security numbers, health information, financial information; credit card information, and all other information protected by state, federal, or industry compliance regulations

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Access to data must be controlled so that it may be accessed only by those with an approved need. Data must be stored in secure location on the network or in structured software environments. Data may not be removed from LHC's local network without specific authorization and may only be stored on secured devices.

Data may only be accessed for authorized purposes. Snooping into company or employee data or communications is expressly prohibited.

Disposal

Before sale or disposal, all computer hardware is examined and certified as containing no company data or information enabling security features of LHC's information system, including information that would enable a user to access the company's information system.

All storage devices and media are to be given to the security official for disposal. Storage devices and media may be disposed of only by an authorized staff member. Prior to disposal, the storage media is sanitized either by means of degaussing, triple overwriting, or physically dismantling and destroying the storage media.

All software and data are removed from all computer equipment prior to sale or disposal of the equipment. Disk drives are sanitized by degaussing or triple overwriting. Logs are maintained of all computer equipment and storage media that have been disposed of. These logs include the date on which storage media were sanitized and a description of the sanitizing method used.

E-Mail

The LHC e-mail system is for authorized business purposes only.

- No personal messages; harassing messages; sexually explicit material; or jokes may be sent through the company system.
- No sending of unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- No form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- No unauthorized use, or forging, of email header information.
- No solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.



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- No creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - No company information may be sent to/from employee personal accounts without specific management authorization.
 - No company information may be sent to anyone outside of the company unless for authorized business purposes
 - Only administrators authorized by LHC may manage the e-mail system and have access to others' messages. Snooping into others' e-mail is expressly forbidden and grounds for immediate dismissal.
- Unified communications systems convert phone messages into e-mail making them subject to all e-mail controls and regulations.

Encryption and Decryption

The security official identifies any circumstances under which information transmitted by the company must be encrypted to prevent its use by unauthorized recipients.

The security official ensures that staff members responsible for transmitting information are familiar with encryption requirements and the use of encryption software.

Staff responsible for transmitting information must encrypt it when directed to do so by the security official.

When determined necessary by the security official, information transmitted outside the company is encrypted to prevent use by unauthorized individuals.

Data should be encrypted when it is transmitted over a network that might be accessible by unauthorized individuals. Information that can be used to alter or defeat LHC's security measures also should be encrypted.

The technical methods used to implement encryption and decryption are determined by the security official.

Facility Access Controls

The security official develops and implements policies and procedures that allow only authorized staff members and contractors to physically access LHC's electronic information systems. The areas of the company's facilities in which components of its information systems are housed are physically secure and deny access to all but properly authorized staff members.

Facility Security Plan

All computer equipment and devices that are used to access, transmit, or store company data are protected from unauthorized physical access, tampering, and theft.



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Computer and Electronic Equipment**

Network servers and storage devices must be housed in a secure location that cannot be accessed by visitors to the company. The equipment closet, office, or room in which such equipment is located must be locked at all times.

Back-up copies of company data are stored in a secure location. Back-up media stored on-site are kept in locked cabinets. Back-up media stored off-site are stored in a manner that prevents physical access by anyone lacking proper authorization.

Information Access Management

The security official is responsible for developing and implementing procedures to authorize staff members' use of LHC's information resources. This includes establishing access to company data, based on the staff member's job responsibilities and qualifications.

Authorization is limited to the information the individual needs to fulfill his or her job responsibilities.

Information System Activity Review

The security official periodically reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports.

The security official must review all security incident reports and ensures that any breaches in security have been corrected.

The security official must regularly review records of system activity to identify any patterns of activity that suggest LHC's security policies and procedures have been breached, either by members of its workforce or by outside individuals or organizations. The security official determines whether security has been violated and takes appropriate corrective action, including changes in security policies and procedures. The security official maintains records of all reviews of security incidents and system activity, and reports any findings to other members of LHC's management.

Log-in Monitoring

Log-in procedures limit the number of unsuccessful log-in attempts to five (5), after which a user must contact the information system administrator to have his or her password reset.

The security official must review log-in monitoring records and investigate patterns that suggest the possibility of security breaches or attempted penetration of security measures by unauthorized users.



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Operating systems must be configured to monitor log-in attempts. The security official maintains a record of any investigations of suspected efforts to penetrate security measures by unauthorized users.

Media Re-use

All storage media, including removable disks, rewritable CD-ROMs, and back-up tapes, must be "sanitized" before re-use.

Mobile Device Encryption Policy

This policy applies to any mobile device issued by LHC or used for LHC business which contains stored data owned by LHC.

All mobile devices containing stored data owned by LHC must use an approved method of encryption to protect data at rest. Mobile devices are defined to include laptops, tablets, phablets, and mobile phones.

Users are expressly forbidden from storing LHC data on devices that are not authorized by LHC, such as storing LHC email on a personal cell phone or PDA. Owners of any personal device that contains LHC data shall give LHC explicit authorization to utilize remote wipe technology to remotely disable and delete any data stored on a cell phone or other portable device which is reported lost or stolen.

The loss or theft of any mobile device containing LHC data must be reported immediately.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

It is the policy of LHC that mobile computing and storage devices containing or accessing the information resources at LHC must be approved prior to connecting to their information systems, this pertains to all devices connecting to the LHC network, regardless of ownership.

Monitoring

LHC reserves the right to monitor all computer use. There should be no expectation of privacy when using a company-owned device. Users may be subject to electronic monitoring (i.e. closed-circuit TV, other camera systems, Intercoms, etc.) of their activities while on LHC premises.



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This monitoring may be used to measure a user's performance as well as to protect user private property, user safety, and LHC property. In areas where there is a reasonable expectation of privacy, such as bathrooms no electronic monitoring will be performed.

Password Management

This section applies to all personnel who have or are responsible for an LHC network account, email account, cloud-based service account, or has been granted any form of access that supports or requires a password. This policy applies to any system or cloud service that resides at any LHC facility, has access to the LHC network, or stores any nonpublic information.

Policy

1. Users must create "complex" passwords that are a minimum of 10 characters in length, if the system they are logging into will allow it. Complex passwords include both upper and lower-case letters, and one or more numbers and/or special characters.
2. Where possible, users must use a unique password for all account logins held by that user, including any website passwords.
3. Users are prohibited from using LHC account passwords for any non- LHC accounts, such as personal email, banking, Facebook, Twitter, etc.
4. Passwords must never be reused. When passwords are changed, a unique (new) password should be selected and used rather than recycling a previously used password, or incrementing a number in the password.
5. Users are required to use the LHC administered global password management database, LastPass, to record all production passwords.
6. Users are prohibited from sharing passwords with anyone, even co-workers. All passwords are sensitive, confidential LHC information.
7. Users are prohibited from inserting passwords into email messages or other forms of electronic communication, unless the message or communication is encrypted.
8. Users must change all user-level passwords (Office 365, Windows Network/Computer Login, Box) at least every 120 days.
9. System Administrators are required to change all system-level passwords (e.g., administrator, admin, application administration accounts, etc.) at least every 120 days.

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10. If a user suspects an account or password has been compromised, they must report the incident to the designated Cybersecurity Officer and change the password in question as soon as possible.
11. The Security official or their delegate may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the user will be required to change it immediately. All user-level and system-level passwords must conform to the Strong Password sub-section under the General Password Construction Guidelines shown below.

General Password Construction Guidelines

LHC uses passwords for various purposes. Some of the more common uses include: user-level accounts, Web accounts, email accounts, screen saver protection, voicemail passwords, and network device logins.

Strong passwords have the following characteristics:

1. Contain both upper and lower-case characters (e.g., a-z, A-Z).
2. Include digits and punctuation characters as well as letters, e.g., 0-9, !@#\$%^&*() +|~-=\`{}|:~<>?,./.
3. Are at least ten alphanumeric characters long.
4. Are not a word in any language, slang, dialect, jargon, etc.
5. Are not based on personal information, names of family, etc.
6. Are never written down or stored on-line unless within an encrypted password storage system, such as with LastPass.

Poor, weak passwords have the following characteristics and should be avoided:

- They contain less than ten characters.
- They are a word found in a dictionary (English or foreign).
- Names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms, names, commands, sites, companies, hardware and software.
- The words "LHC," and geographical indicators such as "San Jose," "San Fran" or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns such as aaabbbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret).
- The use of the word 'Password' in any variation with numbers.

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Password Protection Standards – List of Don'ts

- A. Don't reveal a password to anyone over the phone.
- B. Don't reveal a password in an email message.
- C. Don't reveal a password to your supervisor.
- D. Don't talk about a password in front of others.
- E. Don't hint at the format of a password (e.g., "my family name").
- F. Don't reveal a password on questionnaires or security forms.
- G. Don't share a password with family members.
- H. Don't reveal a password to a co-worker when you go on vacation.
- I. Don't write down a password and store it anywhere in your office.
- J. Don't store passwords in a file on any computer, including a handheld computer, phone, or tablet without encryption.
- K. Don't use the "Remember Password" feature of any website or browser.
- L. If someone demands a password, DO NOT give it to them.

The security official or their delegate must review password policies with a user when he or she first receives his or her user ID.

The security official must monitor password usage and identify any patterns that suggest password policies and guidelines are not being followed.

The security official must require staff members who frequently lose or forget their passwords to complete retraining on the correct use of passwords.

Person or Entity Authentication

All users must use their passwords when logging on to LHC's information system. Passwords should not be written down or disclosed to other members of the staff, friends, family, or anyone else.

A staff member may not use another staff member's user name and password to access LHC's information system.

Staff members may not give their passwords to other staff members.

Users must change their passwords once they become known to others.

Users should change their passwords at least once every six months, but not so frequently that they are likely to be forgotten.

Client Access Passwords

LHC employees who access client networks must use a unique identifier for logging purposes. This may be either a unique logon and password or a shared logon and

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password plus a second method of authentication that can be tracked back to a specific user. Sharing network account passwords or allowing others to gain access to your network account is a violation of this policy. Both the user who owns the account, as well as the user not officially authorized to use the account, have violated this policy.

Protection from Malicious Software

Anti-malware software must be installed on all endpoint devices and servers to protect LHC and its information from attack by malicious software such as computer viruses, worms, and Trojan horses. This software must be maintained with current subscriptions and regularly updated; must be turned on; and must be installed to prevent users from disabling or removing the software.

Staff members must not disable anti-virus software and must immediately take action to report virus infections and remove viruses from affected machines when the anti-virus software identifies an infection.

The security official must maintain a log of virus infections and detections that includes a record of successful eradication of viruses and cleaning of affected files and computer applications. Staff members are responsible for reporting all viruses detected by anti-virus software. The security official must confirm that the viruses have been successfully removed from the affected machines.

Social Media

Staff members with access to the Internet should not open e-mail messages and e-mail attachments from unknown senders, or any message with links to banks, the IRS, credit card companies, etc.

Risk Analysis

The security official must conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of company data. A comprehensive analysis of security threats must be conducted at least every three years. It must be reviewed annually and updated as needed.

The risk analysis must comprehensively describe LHC's information system, including the following components:

- The computer hardware and software that make up LHC's information systems
- The categories and qualifications of staff members who use the systems
- The functions and activities that are supported by the information systems

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- The data and information that are collected, processed, and stored by the information systems
- The physical environment that houses information system components
- On-site and off-site storage of information
- The organizations to which information is transmitted
- The data and information that are transmitted to other organizations
- The internal and external connections between LHC's information systems and the information systems of other organizations

The risk analysis must identify threats to the security of LHC's company data, including natural, human, and environmental threats. The risk analysis must identify the nature of each threat or vulnerability and how each may damage information security.

The risk analysis must indicate the preventive measures that LHC has implemented (or is planning to implement) to limit the damage that might be caused by each threat or vulnerability.

The risk analysis must evaluate the likelihood that each security threat or vulnerability might occur.

The risk analysis must describe the nature and extent of the damage each threat might cause to the integrity, availability, and confidentiality of LHC's information resources.

The risk analysis must identify high-priority threats that are the focus of risk-management efforts.

The risk analysis must recommend controls or actions to lessen the risk associated with high-priority threats.

The risk analysis must be reviewed and approved by the security official. The results of the risk analysis must be shared with other members of LHC management team.

Risk Management

The security official must implement a comprehensive risk-management program based on the results of the risk analysis.

The risk-management program must include the security measures identified by the risk analysis at least every three years. The purpose of these security measures is to reduce risks and vulnerabilities to a reasonable and appropriate level.

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The risk-management plan must identify the specific actions that will be taken to implement the security measures identified in the risk analysis, including a timetable for implementation of each measure.

The risk-management plan clearly must describe the magnitude of the risks that will be accepted if the plan is adopted.

The plan must include documentation that the accepted risks are reasonable. Risks are considered reasonable if they cannot be reduced, can only be reduced by adopting measures that would severely impair the ability of the information system to perform its intended functions, or can be reduced only by implementing measures whose cost substantially exceeds the anticipated costs of any security failures that would be prevented.

The risk-management plan must be reviewed with and approved by the governing body of LHC annually.

Sanction Policy

Employees and other members of LHC's workforce are subject to sanctions for violating LHC's security policies and procedures. Violations should be reported, in writing, to the HR Manager.

Violations of security measures and the penalties associated with them include the following:

Minor Security Breaches

This category of breaches consists of minor or unrepeatable violations of security policies.

Sanction: A minor infraction such as this will result in brief counseling and, if necessary, additional security training.

Example: A staff member briefly leaves her workstation unattended without logging off.

Significant Security Breaches

This category includes any documented violation of the security of company data that could easily have been avoided had the staff member exercised due care.



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Sanction: A pattern of repeated, significant violations of security policy may be grounds for suspending an employee and may lead to termination of the employee.

Example: A staff member attaches a note to his workstation monitor that gives his user ID and password.

Severe Security Breaches

This category includes any deliberate violation of security policies and procedures or confidentiality requirements that are not justified by considerations of employee safety or were not necessary or unavoidable during an emergency.

Sanction: A deliberate violation of security policies will result in the immediate suspension of the employee or other workforce member and the termination of all access to information resources.

Example: A staff member makes a copy of company data and gives it to a vendor without obtaining required authorizations.

Criminal Security Breaches

This category includes any deliberate violation of security policies and procedures or confidentiality requirements for harm or personal gain.

Sanction: A deliberate violation of security policies for harm or personal gain will result in the immediate referral of the situation to criminal authorities for investigation and prosecution.

It is the responsibility of an employee's supervisor to identify security breaches and apply appropriate sanctions.

An employee or other workforce member who believes that he or she has been wrongly charged with a security violation may appeal the imposition of sanctions to the security official.

Security Awareness and Training

The security official is responsible for developing and implementing a security awareness and training program for all members of LHC's workforce, including professional staff, company partners, and management. The training program covers:

- The definition of security (availability, integrity, confidentiality)

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Computer and Electronic Equipment**

- Threats to security (natural, human, and environmental)
- Methods of safeguarding security
- Security features of LHC's information system and applications
- Use of major applications
- Policies on installation and configuration of software
- Controls on access to information
- Correct use of anti-malware software
- Contingency plans and disaster procedures
- Workstation policies
- Good security practices (workstation use policies)
- Security incident reporting procedures
- User ID and password policies
- All staff members, including management and professional staff, are required to complete security training before they can use LHC's information systems or are permitted to access company data.

New staff members receive security training as part of their orientation.
Contractors and consultants receive training and/or information on LHC's security policies and procedures.

Security Incident Procedures

Security incidents must be reported promptly to the security official. Incidents, including attempts to discover someone's password, should be reported by the staff members responsible for the incident or staff members who identify the incident.

No sanction or penalty is imposed for simply reporting a security incident.
The security official must investigate security incidents and determine:

- Whether a breach of security has occurred
- The appropriate actions to take to repair any damage or potential damage to security that the incident might have caused
- The security official must ensure that actions needed to repair any damage caused or potentially caused by a security incident are taken.

The security official must document the report of a security incident, the findings of the investigation, and any actions taken in response to those findings.



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Security Policy

This security policy must be reviewed by company management each year and updated as necessary. The policy and any changes must be communicated to all employees.

Social Media

Use of social networking sites and/or that are opinionated, pornographic, discriminatory, inflammatory, or otherwise inappropriate for a standard business enterprise is strictly prohibited. Internet users have individual responsibility to report any violations of this policy of which they may become aware. Violations should be reported to the HR Manager

Sharing information about the company in social media without expressed authorization from management is expressly prohibited. Employees must remove any references to company information immediately upon request.

Termination Procedures

A staff member's authorization to use information resources and to access company data ends immediately upon termination or suspension of employment. Staff members must turn in keys or key cards that give access to computer equipment or facilities upon termination of their relationship with LHC.

The security official should be notified of the effective date of any employee termination or of the date on which a staff member's authorization to use LHC's information resources will terminate. The staff member's user account on LHC's information system must be disabled or deleted upon termination of the relationship with LHC.

The staff member will surrender any protected information, including information contained on storage media (e.g., a CD-ROM or removable disk, data storage key, etc.) that may be in the staff member's possession at the time the relationship with LHC ends.

Workforce Clearance

A staff member will be authorized to access company data and to use information resources if the following are true:

1. They meet the minimum professional or technical qualifications for the position they occupy,
2. They have not been disciplined for serious infractions of security in previous jobs.



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Staff members who have been disciplined for infractions of security policies and procedures may be granted restricted access until their trustworthiness has been established to the satisfaction of the security official.

When verifying credentials and checking references, the staff member responsible for hiring should determine that the candidate has not been sanctioned or disciplined for infractions of security policies or standards in the past.

Any restrictions on access to information resources should be communicated to the security official so the necessary technical restrictions in access privileges can be implemented.

Workstation Use

Users must observe the guidelines on use of workstations:

All users must log off all workstations overnight rather than leaving them locked. This includes workstations in private offices.

Screens should be positioned within workstations so that they are visible only to the persons who use them.

Staff members should not access proprietary or confidential information when visitors to LHC may be able to view the information that is displayed on their screen.



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

September 27, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to use a higher payment standard than the HUD Published 2018
Fair Market Rent - Resolution No. 1281.**

RECOMMENDATION:

Staff recommends the Board authorize Martell Armstrong, acting in his capacity as Executive Director or his designee, approve the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents as established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

BACKGROUND:

24 CFR 982.503(A) states, Payment Standard Schedule; (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by the number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance in setting its payment standards within the basic range, or other amount approved by HUD. The PHA's voucher program payment schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR and which are not less than 90



percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).

PHA's must obtain Board approval for the agency's payment standards as recommended during the 2015 HUD Office of Inspector General Audit.

The 2018 HUD approved Fair Market rents are as follows:

Final FY 2016 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
\$583	\$690	\$856	\$1,143	\$1,313

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
\$641	\$759	\$941	\$1,257	\$1,444

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of HCV payment standards it can result in an audit finding with HUD.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval was a required corrective action in the 2015 Office of Inspector General Audit.

Respectfully Submitted, 
Martell Armstrong, Secretary to the Board
Lansing Housing Commission





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

Resolution No. 1281

Adopted by the Lansing Housing Commission

September 27, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell Armstrong, acting in the capacity of Executive Director, is authorized to approve the payment stands for the Housing Choice Voucher Program as stated.


Chair

Yeas 4

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1281
Date Adopted 09/27/2017

Lansing Housing Commission
Summary Results for August FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	(38,850)	(32,640)	(37,237)	(105,208)	(213,935)	(121,584)	57,845
Tenant Revenue Variance	(5,767)	(4,415)	(4,413)	(1,695)	(16,290)		
HUD Revenue Variance	3,807	8,112	2,703	(7,377)	7,245	(119,853)	55,281
Capital Fund Income	(37,601)	(37,601)	(37,601)	(97,601)	(210,404)		
Other Income	711	1,264	2,074	1,465	5,514	(1,731)	2,564
Other	-	-	-	-	-	-	-
Budgeted Revenue	140,504	166,920	160,818	184,500	652,742	185,244	818,573
% Variance fav (unfav)	-28%	-20%	-23%	-57%	-33%	-66%	7.1%
EXPENSES:							
Total Expense Variance Unfav (Fav)	13,353	76,659	65,729	48,377	204,118	18,400	81,887
<u>Contributing Factors:</u>							
MERS Contribution Special					-		
Adjusted Expense Variance	13,353	76,659	65,729	48,377	204,118	18,400	81,887
-Over spend (Under spend)							
Employee Benefit Expenses	1,756	5,465	4,029	6,154	17,404	745	7,620
Salary Expenses	(1,656)	3,531	(1,013)	12,712	13,574	7,180	17,723
Computer Maintenance			2,488	2,706	5,194	1,850	(6,901)
PILOT				(1,139)	(1,139)		
Automotive Fuel				438	438		
Recreation Other Services			2,177	1,400	3,577		
Professional Svc Contract	1,777	1,727	2,904	6,789	13,197		
Inspections	(1,500)	3,055	2,906		4,461		
Utilities	1,550			8,636	10,186		
Legal/Audit/Write-offs	2,557	6,278	5,660	6,430	20,925		
Insurance					-	3,435	
Staff Training	(850)			(1,100)	(1,950)	2,191	
HAP Expense					-		59,106
Maintenance Costs	9,781	29,367	27,439	5,745	72,332		
Maintenance Contract - Unit Turns		26,341	17,804		44,145		
Other	(62)	895	1,335	(394)	1,774	2,999	4,339
Actual Net Income (Loss)	\$ (9,532)	\$ (40,482)	\$ (40,482)	\$ (53,837)	\$ (144,333)	\$ 22,237	\$ (35,977)
YTD Actual Net Income (Loss) Net of CWIP	\$ 8,882	\$ (750)	\$ (750)	\$ (57,300)	\$ (49,918)	\$ 22,237	\$ (321,924)

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending August 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 51,731	\$ 62,398	\$ (10,667)	\$ 74,341	\$ 374,388	\$ 311,990
Tenant Revenue - Other	5,108	3,198	1,910	3,740	16,113	12,915
Total Tenant Revenue	<u>\$ 56,839</u>	<u>\$ 65,596</u>	<u>\$ (8,757)</u>	<u>\$ 78,081</u>	<u>\$ 390,501</u>	<u>\$ 324,905</u>
HUD PHA Operating Grants	140,397	135,412	4,985	143,176	812,472	677,060
CFP Operational Income	3,473	40,000	(36,527)	108,515	40,000	-
Fraud Recovery and Other	1,365	-	1,365	1,458	11,252	11,252
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 202,074</u>	<u>\$ 241,008</u>	<u>\$ (38,935)</u>	<u>\$ 331,229</u>	<u>\$ 1,254,225</u>	<u>\$ 1,013,217</u>
Administrative Salaries	\$ 16,421	\$ 12,293	\$ 4,128	\$ 9,060	\$ 79,905	\$ 67,612
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	19,127	19,078	49	52,757	113,938	94,860
Bookkeeping Fees	2,918	2,910	8	2,971	17,460	14,550
Employee Benefits Contributions - Admin	7,109	5,871	1,237	3,243	35,699	29,827
Office Expenses	6,736	10,130	(3,394)	6,315	52,229	42,099
Legal	3,507	3,416	91	2,852	20,496	17,060
Travel	126	-	126	-	-	-
Other	1,758	3,000	(1,242)	4,095	4,500	1,500
Tenant Services - Other	3,550	4,760	(1,210)	1,654	26,960	22,200
Water	15,582	13,900	1,682	6,813	85,936	72,036
Electricity	7,211	5,600	1,611	3,365	39,400	33,800
Gas	3,200	2,600	600	1,578	47,200	44,600
Other Utilities Expense	31	-	31	-	6,000	6,000
Ordinary Maintenance and Operations - Labor	12,703	22,842	(10,139)	10,745	148,470	125,629
Ordinary Maintenance and Operations - Materials	12,248	6,589	5,659	25,201	39,529	32,940
Ordinary Maintenance and Operations - Contract	47,048	45,670	1,378	29,399	246,800	201,130
Employee Benefits Contributions - Ordinary	10,888	12,173	(1,285)	6,895	73,914	61,741
Protective Services - Other Contract Costs	387	400	(13)	387	2,400	2,000
Property Insurance	5,744	5,916	(172)	5,109	35,498	29,582
Liability Insurance	2,174	2,239	(65)	2,087	13,435	11,196
Workers Compensation	279	729	(451)	354	4,375	3,646
All Other Insurance	372	-	372	333	-	-
Other General Expenses	6,876	3,908	2,968	11,056	23,448	19,540
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,416	3,905	(1,489)	-	19,439	15,533
Bad debt - Tenant Rents	1,582	1,244	338	-	7,464	6,220
Interest Expense	3,199	3,190	9	3,385	18,616	15,426
Total Operating Expenses	<u>\$ 193,192</u>	<u>\$ 192,364</u>	<u>\$ 827</u>	<u>\$ 189,654</u>	<u>\$ 1,167,112</u>	<u>\$ 974,747</u>
Net Income (Loss)	<u>\$ 8,882</u>	<u>\$ 48,644</u>	<u>\$ (39,762)</u>	<u>\$ 141,575</u>	<u>\$ 87,113</u>	<u>\$ 38,469</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending August 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 62,382	\$ 70,882	\$ (8,500)	\$ 69,672	\$ 425,292	\$ 354,410
Tenant Revenue - Other	7,365	3,850	3,515	3,899	22,640	18,790
Total Tenant Revenue	<u>\$ 69,747</u>	<u>\$ 74,732</u>	<u>\$ (4,985)</u>	<u>\$ 73,571</u>	<u>\$ 447,932</u>	<u>\$ 373,200</u>
HUD PHA Operating Grants	191,742	179,107	12,635	189,273	1,074,644	895,537
CFP Operational Income	3,473	40,000	(36,527)	119,213	40,000	-
Fraud Recovery and Other	111	-	111	(72)	11,252	11,252
Total Operating Revenue	<u>\$ 265,073</u>	<u>\$ 293,839</u>	<u>\$ (28,767)</u>	<u>\$ 381,965</u>	<u>\$ 1,573,828</u>	<u>\$ 1,279,988</u>
Administrative Salaries	\$ 15,607	\$ 12,696	\$ 2,911	\$ 9,759	\$ 82,524	\$ 69,828
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	21,094	20,750	344	57,395	123,922	103,173
Bookkeeping Fees	3,218	3,165	53	3,225	18,990	15,825
Employee Benefits Contributions - Admin	9,251	5,946	3,305	3,060	36,159	30,213
Office Expenses	7,315	8,109	(794)	6,488	32,935	24,826
Legal	4,377	3,941	436	2,549	24,639	20,698
Travel	162	-	162	-	-	-
Other	11	600	(589)	520	2,400	1,800
Tenant Services - Other	3,390	4,980	(1,570)	1,095	29,760	24,800
Water	16,148	16,400	(252)	6,004	111,164	94,764
Electricity	4,999	4,810	189	2,315	28,860	24,050
Gas	1,720	440	1,280	1,222	33,393	32,953
Other Utilities Expense	-	-	-	-	9,100	9,100
Ordinary Maintenance and Operations - Labor	19,276	22,550	(3,274)	12,005	146,580	124,030
Ordinary Maintenance and Operations - Material	12,244	8,344	3,900	16,587	56,664	48,320
Ordinary Maintenance and Operations - Contract	107,880	47,868	59,822	24,100	281,708	233,840
Employee Benefits Contributions - Ordinary	11,223	9,364	1,859	5,555	57,048	47,684
Protective Services - Other Contract Costs	614	614	0	614	3,684	3,070
Property Insurance	5,108	5,259	(153)	4,565	31,555	26,296
Liability Insurance	1,832	1,887	(55)	1,699	11,322	9,435
Workers Compensation	303	546	(242)	265	3,275	2,730
All Other Insurance	332	332	-	333	1,992	1,660
Other General Expenses	7,671	4,636	3,035	15,317	32,016	27,380
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	3,826	4,743	(1,117)	-	24,108	19,364
Bad debt - Tenant Rents	3,282	1,800	1,482	-	10,800	9,000
Interest Expense	5,331	5,317	14	5,641	31,029	25,712
Total Operating Expenses	<u>\$ 265,823</u>	<u>\$ 195,077</u>	<u>\$ 70,746</u>	<u>\$ 180,315</u>	<u>\$ 1,229,628</u>	<u>\$ 1,034,551</u>
Net Income (Loss)	<u>\$ (750)</u>	<u>\$ 98,763</u>	<u>\$ (99,513)</u>	<u>\$ 201,670</u>	<u>\$ 344,200</u>	<u>\$ 245,437</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending August 31, 2017

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
Tenant Rental Revenue	\$ 64,672	\$ 70,922	\$ (6,250)	\$ 65,192	\$ 425,532	\$ 354,610
Tenant Revenue - Other	5,519	2,510	3,009	3,257	18,720	16,210
Total Tenant Revenue	<u>\$ 70,191</u>	<u>\$ 73,432</u>	<u>\$ (3,241)</u>	<u>\$ 68,449</u>	<u>\$ 444,252</u>	<u>\$ 370,820</u>
HUD PHA Operating Grants	170,420	168,204	2,216	171,947	1,009,224	841,020
CFP Operational Income	3,473	40,000	(36,527)	119,632	40,000	-
Fraud Recovery and Other	252	-	252	1,304	11,252	11,252
Total Operating Revenue	<u>\$ 244,336</u>	<u>\$ 281,636</u>	<u>\$ (37,300)</u>	<u>\$ 361,333</u>	<u>\$ 1,504,728</u>	<u>\$ 1,223,092</u>
Administrative Salaries	\$ 7,896	\$ 14,166	\$ (6,270)	\$ 10,578	\$ 92,080	\$ 77,914
Auditing Fees	-	-	-	-	4,900	4,900
Management Fees	20,209	20,081	148	54,915	119,811	99,750
Bookkeeping Fees	3,083	3,080	23	3,023	18,360	15,300
Employee Benefits Contributions - Admin	4,977	4,834	143	3,169	29,548	24,714
Office Expenses	7,262	6,085	1,177	5,092	37,091	31,006
Legal	4,450	5,224	(774)	3,369	31,344	26,120
Travel	-	166	(166)	-	996	830
Other	2,594	1,378	1,216	150	8,268	6,890
Tenant Services - Other	4,957	4,760	197	200	28,560	23,800
Water	11,518	11,083	435	8,616	66,495	55,413
Electricity	6,243	7,074	(831)	8,194	42,444	35,370
Gas	3,098	2,400	698	387	51,300	48,900
Other Utilities Expense	62	119	(57)	1,849	13,713	13,594
Ordinary Maintenance and Operations - Labor	20,742	22,252	(1,510)	12,212	140,002	117,750
Ordinary Maintenance and Operations - Material	14,686	24,026	(9,340)	38,072	143,656	119,630
Ordinary Maintenance and Operations - Contrac	99,761	40,618	59,143	48,247	260,418	219,800
Employee Benefits Contributions - Ordinary	16,007	14,127	1,880	9,402	86,256	71,129
Protective Services - Other Contract Costs	590	-	590	590	-	-
Property Insurance	7,234	7,451	(217)	6,275	44,708	37,255
Liability Insurance	2,288	2,357	(69)	2,151	14,140	11,783
Workers Compensation	458	546	(88)	265	3,275	2,730
All Other Insurance	470	-	470	333	-	-
Other General Expenses	9,206	3,688	5,518	17,538	26,228	22,540
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	3,952	4,837	(885)	-	25,329	20,493
Bad debt - Tenant Rents	4,297	2,000	2,297	-	12,000	10,000
Interest Expense	3,149	3,140	9	3,332	18,327	15,167
Total Operating Expenses	<u>\$ 259,190</u>	<u>\$ 205,451</u>	<u>\$ 53,739</u>	<u>\$ 237,959</u>	<u>\$ 1,318,248</u>	<u>\$ 1,112,797</u>
Net Income (Loss)	<u>\$ (14,854)</u>	<u>\$ 76,185</u>	<u>\$ (91,039)</u>	<u>\$ 123,373</u>	<u>\$ 186,480</u>	<u>\$ 110,295</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending August 31, 2017**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 54,473	\$ 57,998	\$ (3,525)	\$ 60,143	\$ 347,988	\$ 289,990
Tenant Revenue - Other	7,750	3,000	4,750	5,618	18,000	15,000
Total Tenant Revenue	<u>\$ 62,223</u>	<u>\$ 60,998</u>	<u>\$ 1,225</u>	<u>\$ 65,761</u>	<u>\$ 365,988</u>	<u>\$ 304,990</u>
HUD PHA Operating Grants	91,495	107,961	(16,466)	121,602	647,768	539,807
CFP Operational Income	3,472	100,000	(96,528)	106,538	100,000	-
Fraud Recovery and Other	1,271	40	1,231	985	6,492	6,452
Total Operating Revenue	<u>\$ 158,461</u>	<u>\$ 268,999</u>	<u>\$ (110,538)</u>	<u>\$ 294,886</u>	<u>\$ 1,120,248</u>	<u>\$ 851,248</u>
Administrative Salaries	\$ 16,665	\$ 13,161	\$ 3,503	\$ 10,571	\$ 85,549	\$ 72,388
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	18,635	18,685	(50)	50,328	111,589	92,904
Bookkeeping Fees	2,843	2,850	(7)	2,700	17,100	14,250
Employee Benefits Contributions - Admin	8,813	7,325	1,488	7,272	44,453	37,128
Office Expenses	6,902	7,686	(784)	7,554	45,741	38,055
Legal	7,867	5,050	2,817	4,481	30,300	25,250
Travel	37	-	37	347	-	-
Other	4,609	-	4,609	4,272	-	-
Tenant Services - Other	4,200	2,800	1,400	762	16,800	14,000
Water	31,045	15,300	15,745	19,156	91,800	76,500
Electricity	18,207	11,800	6,407	17,538	70,800	59,000
Gas	1,779	4,000	(2,221)	456	51,000	47,000
Other Utilities Expense	53	102	(49)	-	1,652	1,550
Ordinary Maintenance and Operations - Labor	33,474	27,056	6,418	22,000	175,864	148,808
Ordinary Maintenance and Operations - Material	9,077	11,430	(2,353)	14,816	63,420	51,990
Ordinary Maintenance and Operations - Contract	16,421	14,540	1,881	29,114	86,890	72,350
Employee Benefits Contributions - Ordinary	16,530	12,106	4,424	9,734	73,670	61,564
Protective Services - Other Contract Costs	280	280	-	280	1,680	1,400
Property Insurance	2,978	3,067	(89)	3,050	18,404	15,337
Liability Insurance	2,404	2,476	(72)	2,269	14,857	12,381
Workers Compensation	483	1,094	(611)	531	6,563	5,469
All Other Insurance	194	200	(6)	333	1,199	999
Other General Expenses	8,852	4,618	4,234	11,152	27,708	23,090
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	83	2,490	(2,407)	-	12,239	9,749
Bad debt - Tenant Rents	2,613	2,000	613	-	12,000	10,000
Interest Expense	719	718	1	761	4,188	3,470
Total Operating Expenses	<u>\$ 215,762</u>	<u>\$ 170,834</u>	<u>\$ 44,928</u>	<u>\$ 219,477</u>	<u>\$ 1,089,465</u>	<u>\$ 898,631</u>
Net Income (Loss)	<u>\$ (57,300)</u>	<u>\$ 98,166</u>	<u>\$ (155,466)</u>	<u>\$ 75,408</u>	<u>\$ 50,783</u>	<u>\$ (47,383)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending August 31, 2017

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
Tenant Rental Revenue	\$ 233,258	\$ 262,200	\$ (28,942)	\$ 269,348	\$ 1,573,200	\$ 1,311,000
Tenant Revenue - Other	25,742	12,558	13,184	16,514	75,473	62,915
Total Tenant Revenue	<u>\$ 259,000</u>	<u>\$ 274,758</u>	<u>\$ (15,758)</u>	<u>\$ 285,862</u>	<u>\$ 1,648,673</u>	<u>\$ 1,373,915</u>
HUD PHA Operating Grants	594,054	590,685	3,369	625,998	3,544,108	2,953,423
CFP Operational Income	13,890	220,000	(206,110)	453,897	220,000	-
Fraud Recovery and Other	2,999	40	2,959	3,675	40,246	40,206
Total Operating Revenue	<u>\$ 869,943</u>	<u>\$ 1,085,483</u>	<u>\$ (215,540)</u>	<u>\$ 1,369,432</u>	<u>\$ 5,453,028</u>	<u>\$ 4,367,546</u>
Administrative Salaries	\$ 56,588	\$ 52,317	\$ 4,271	\$ 39,967	\$ 340,058	\$ 287,741
Auditing Fees	-	-	-	-	16,900	16,900
Management Fees	79,085	78,574	491	215,396	469,261	390,887
Bookkeeping Fees	12,062	11,985	77	11,919	71,910	59,925
Employee Benefits Contributions - Administrative	30,150	23,978	6,173	16,744	145,859	121,883
Office Expenses	28,216	32,010	(3,794)	25,449	187,998	135,986
Legal Expense	20,202	17,631	2,571	13,251	106,779	89,148
Travel	325	166	159	347	996	830
Other	8,971	4,978	3,993	9,037	15,168	10,190
Tenant Services - Other	16,097	17,280	(1,183)	3,712	102,080	84,800
Water	74,293	58,683	17,610	40,588	355,395	298,713
Electricity	36,661	29,284	7,377	31,411	181,504	152,220
Gas	9,797	9,440	357	3,643	182,893	173,453
Other Utilities Expense	146	221	(75)	1,849	30,464	30,244
Ordinary Maintenance and Operations - Labor	86,195	94,700	(8,504)	56,963	610,918	518,217
Ordinary Maintenance and Operations - Material	48,255	50,389	(2,134)	94,676	303,269	252,880
Ordinary Maintenance and Operations - Contract	270,921	148,696	122,225	130,860	875,816	727,120
Employee Benefits Contributions - Ordinary	54,648	47,770	6,878	31,585	289,888	242,118
Protective Services - Other Contract Costs	1,872	1,294	578	1,872	7,764	6,470
Property Insurance	21,062	21,694	(632)	18,999	130,163	108,469
Liability Insurance	8,698	8,959	(261)	8,207	53,754	44,795
Workers Compensation	1,523	2,915	(1,391)	1,415	17,489	14,575
All Other Insurance	1,368	532	836	1,333	3,191	2,659
Other General Expenses	32,604	16,850	15,754	55,062	109,400	92,550
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	10,077	15,975	(5,898)	-	81,114	65,139
Bad debt - Tenant Rents	11,775	7,044	4,731	-	42,264	35,220
Interest Expense	12,398	12,365	33	13,119	72,160	59,795
Total Operating Expenses	<u>\$ 933,966</u>	<u>\$ 763,726</u>	<u>\$ 170,240</u>	<u>\$ 827,405</u>	<u>\$ 4,784,452</u>	<u>\$ 4,020,726</u>
Net Income (Loss)	<u>\$ (64,023)</u>	<u>\$ 321,757</u>	<u>\$ (385,780)</u>	<u>\$ 542,027</u>	<u>\$ 668,576</u>	<u>\$ 346,818</u>

Lansing Housing Commission
Budget vs. Actual
COCG
For the Period Ending August 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 107,681	\$ 225,948	\$ (118,267)	\$ 246,344	\$ 755,690	\$ 529,742
Bookkeeping Fees Income	12,062	11,986	76	11,919	71,916	59,930
Fraud Recovery and Other	9,001	12,554	(3,553)	3,310	75,330	62,776
Total Operating Revenue	\$ 128,744	\$ 250,488	\$ (121,744)	\$ 261,573	\$ 902,936	\$ 652,448
Administrative Salaries	\$ 62,880	\$ 61,975	\$ 905	\$ 33,434	\$ 402,839	\$ 340,863
Auditing Fees	-	-	-	-	5,200	5,200
Employee Benefits Contributions - Admin	17,492	19,065	(1,573)	7,833	116,762	97,696
Office Expenses	11,556	11,021	534	(1,023)	40,546	29,525
Legal	345	500	(156)	344	2,000	1,500
Travel	292	280	12	(2,583)	1,680	1,400
Other	1,405	400	1,005	2,243	28,104	27,704
Tenant Services - Other	-	-	-	-	-	-
Water	241	250	(9)	100	1,500	1,250
Electricity	2,225	2,572	(347)	1,713	11,514	8,942
Gas	50	88	(38)	48	1,909	1,821
Other Utilities Expense	47	30	17	-	300	270
Ordinary Maintenance and Operations - Material	-	50	(50)	-	300	250
Ordinary Maintenance and Operations - Contract	339	1,256	(917)	1,008	7,736	6,480
Protective Services - Other Contract Costs	-	100	(100)	-	600	500
Property Insurance	212	218	(6)	427	1,310	1,092
Liability Insurance	-	226	(226)	226	1,356	1,130
Workers Compensation	178	288	(110)	72	1,728	1,440
All Other Insurance	6,870	-	6,870	1,490	-	-
Other General Expenses	5,644	5,994	(350)	7,124	38,534	32,540
Compensated Absences	-	-	-	-	-	-
Interest Expense	2,825	1,892	933	2,084	10,860	8,968
Total Operating Expenses	\$ 112,502	\$ 106,206	\$ 6,396	\$ 54,541	\$ 674,778	\$ 568,572
Net Income (Loss)	\$ 16,142	\$ 144,282	\$ (128,140)	\$ 207,032	\$ 228,159	\$ 83,876

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending August 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,443,134	\$ 1,636,346	\$ (193,212)	\$ 1,716,462	\$ 9,818,076	\$ 8,181,730
Other Revenue	73	-	73	92	-	-
Fraud Recovery and Other	4,744	800	3,944	601	4,800	4,000
Total Operating Revenue	\$ 1,447,951	\$ 1,637,146	\$ (189,195)	\$ 1,717,155	\$ 9,822,876	\$ 8,185,730
Administrative Salaries	\$ 54,651	\$ 38,208	\$ 16,443	\$ 30,185	\$ 255,352	\$ 217,144
Auditing Fees	-	-	-	-	27,950	27,950
Management Fees	28,616	27,374	1,242	30,948	164,246	136,872
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	28,830	16,994	11,837	10,819	103,960	86,966
Office Expenses	36,165	45,260	(9,095)	25,081	154,800	109,540
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	11	-	-
Other	11	4,400	(4,389)	-	26,400	22,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	60	(60)	75	360	300
Electricity	-	260	(260)	454	1,560	1,300
Gas	15	240	(225)	14	1,440	1,200
Other Utilities Expense	190	-	190	-	-	-
Ordinary Maintenance and Operations - Material	-	860	(860)	-	3,660	-
Ordinary Maintenance and Operations - Contract	3,776	696	3,080	4,483	4,176	-
Protective services - Other Contract Costs	-	-	-	-	500	500
Property Insurance	-	-	-	-	-	-
Liability Insurance	2,746	2,828	(82)	2,549	16,970	14,142
Workers Compensation	2,310	723	1,587	351	6,338	5,615
All Other Insurance	-	276	-	-	-	-
Other General Expenses	4,664	3,240	1,424	4,922	19,440	16,200
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	1,609,066	1,499,474	109,592	1,536,151	8,996,844	7,497,370
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 1,771,038	\$ 1,640,894	\$ 130,421	\$ 1,646,042	\$ 9,783,997	\$ 8,143,103
Net Income (Loss)	\$ (323,087)	\$ (3,748)	\$ (319,615)	\$ 71,113	\$ 38,879	\$ 42,627

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for August 2017

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(12,877.09)	597,440.99
1010-0000-112200 Accounts Receivable	(3,436.83)	3,098.47
1010-0000-112201 Allowance for Doubtful Accounts	(178.99)	(424.60)
1010-0000-112500 Accounts Receivable HUD	-	1,073.13
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	16,166.16	(50,592.57)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(4,145.00)	1.71
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
TOTAL ASSETS	(4,471.75)	4,472,155.61
LIABILITIES		
1010-0000-200000 OPEB Liability	-	385,367.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	5,474.30	23,259.54
1010-0000-211400 Tenant Security Deposits	222.00	29,908.30
1010-0000-211999 Tenant Refunds	528.00	7,420.59
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	1,279.00	23,063.00
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	(2,442.76)	433,240.44
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
TOTAL LIABILITIES	5,060.54	1,291,130.08
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	(9,532.29)	(485,446.09)
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	-	809,237.05
TOTAL EQUITY	(9,532.29)	3,181,025.53
TOTAL LIABILITIES & EQUITY	(4,471.75)	4,472,155.61

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for August 2017**

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(37,524.79)	430,133.87
1020-0000-112200 Accounts Receivable	(3,911.55)	8,519.94
1020-0000-112201 Allowance for Doubtful Accounts	-	(905.95)
1020-0000-112500 Accounts Receivable HUD	-	1,073.13
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	8,914.21	(34,047.03)
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(3,635.00)	(1.32)
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	-	1,295,329.60
1020-0000-145000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-145500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-145500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
TOTAL ASSETS	(36,157.13)	5,476,770.49
LIABILITIES		
1020-0000-200000 OPEB Liability	-	201,724.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	7,236.12	31,874.12
1020-0000-211400 Tenant Security Deposits	(661.00)	31,443.19
1020-0000-211999 Tenant Refunds	160.00	8,138.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	1,661.00	24,195.64
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	(4,071.27)	722,067.39
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
TOTAL LIABILITIES	4,324.85	1,408,158.56
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	(40,481.98)	(1,030,445.45)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,463,668.88
TOTAL EQUITY	(40,481.98)	4,068,611.93
TOTAL LIABILITIES & EQUITY	(36,157.13)	5,476,770.49

1080 LaRoy Froh Townhomes
Balance Sheet for August 2017

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(41,660.30)	781,248.91
1080-0000-112200 Accounts Receivable	(4,436.00)	6,565.17
1080-0000-112201 Allowance for Doubtful Accounts	-	(714.11)
1080-0000-112500 Accounts Receivable HUD	-	1,073.13
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	7,218.23	(9,065.96)
1080-0000-115201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(4,996.00)	0.12
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
TOTAL ASSETS	(43,874.07)	5,175,820.17
LIABILITIES		
1080-0000-200000 OPEB Liability	-	324,823.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	5,740.58	22,424.23
1080-0000-211400 Tenant Security Deposits	(50.00)	36,478.06
1080-0000-211999 Tenant Refunds	(1,652.00)	5,248.66
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	1,626.00	27,643.69
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	(2,404.89)	426,523.53
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
TOTAL LIABILITIES	3,259.69	1,070,265.34
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	(47,133.76)	(1,330,416.41)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
TOTAL EQUITY	(47,133.76)	4,105,554.83
TOTAL LIABILITIES & EQUITY	(43,874.07)	5,175,820.17

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for August 2017**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(51,057.54)	406,875.30
1090-0000-112200 Accounts Receivable	(2,203.00)	7,133.09
1090-0000-112201 Allowance for Doubtful Accounts	-	(489.90)
1090-0000-112500 Accounts Receivable HUD	-	1,073.11
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5000-115700 Intercompany	9,960.12	(41,545.19)
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,788.00)	(0.80)
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	67,852.33
1090-3000-144000 Construction in Progress	-	9,408,534.31
1090-0000-146000 Dwelling Structures	-	118,722.00
1090-1090-146000 Dwelling Structures	-	131,148.45
1090-0000-146500 Dwelling Equipment - Ranges &	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,802.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
TOTAL ASSETS	(46,088.52)	3,424,006.16
LIABILITIES		
1090-0000-200000 OPEB Liability	-	200,673.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payable	-	23,868.00
1090-0000-211100 Accounts Payable	7,988.53	18,921.13
1090-0000-211400 Tenant Security Deposits	455.00	28,721.50
1090-0000-211999 Tenant Refunds	(252.00)	11,566.18
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,208.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	106.00	(1,579.44)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	(549.14)	87,385.15
1090-0000-260601 Note Payable - Curr - PNC	-	6,981.54
TOTAL LIABILITIES	7,748.39	753,184.13
EQUITY		
1090-0000-280100 Invest C	-	3,063,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(53,836.91)	(883,415.39)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	458,558.82
TOTAL EQUITY	(53,836.91)	2,670,821.03
TOTAL LIABILITIES & EQUITY	(46,088.52)	3,424,006.16

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for August 2017**

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(3,261.79)	42,975.85
5005-0000-111111 Chase Checking	40,381.69	503,052.27
5005-1010-115700 Intercompany	(16,166.16)	50,592.57
5005-1020-115700 Intercompany	(8,914.21)	34,047.03
5005-1080-115700 Intercompany	(7,218.23)	9,065.96
5005-1090-115700 Intercompany	(9,960.12)	41,545.19
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	(71,671.74)	(120,530.22)
5005-8002-115700 Intercompany	74,949.22	149,231.93
5005-8005-115700 Intercompany	(3,501.47)	(15,025.63)
5005-8010-115700 Intercompany	5,297.23	15,456.42
5005-8021-115700 Intercompany	1.00	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(3,541.00)	18,115.24
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	-	218,350.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	(3,605.58)	2,425,156.80
LIABILITIES		
5005-0000-200000 OPEB Liability	-	190,152.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	8,335.22	12,617.22
5005-0000-211343 Accounts Payable Misc	1,289.37	2,148.95
5005-0000-211704 Health Insurance W/H	-	12,758.12
5005-0000-212000 Accrued Payroll	-	975.36
5005-0000-213400 Utility Accrual	-	4,298.98
5005-0000-213500 Accrued Comp Absences - Curr	-	24,360.88
5005-0000-214000 Accrued Comp Absences - non curr	990.00	990.00
5005-0000-260700 Note Payable Non Curr - Davenport	(8,124.70)	413,587.45
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
TOTAL LIABILITIES	2,489.89	819,380.47
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	(6,095.47)	1,254,843.04
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	(6,095.47)	1,605,776.33
TOTAL LIABILITIES & EQUITY	(3,605.58)	2,425,156.80

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for August 2017**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(87,881.55)	186,428.64
8002-0000-111111 Chase Checking	63,764.21	937,829.92
8004-0000-111111 Chase Checking	-	-
8002-0000-112854 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	71,671.74	120,530.22
8002-5005-115700 Intercompany	(74,948.22)	(149,231.93)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,373.00)	0.56
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	185,826.00
TOTAL ASSETS	(28,767.82)	1,281,183.41
LIABILITIES		
8001-0000-200000 OPEB Liability	-	551,357.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payable	-	24,655.00
8001-0000-211100 Accounts Payable	8,765.70	16,941.34
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.78
TOTAL LIABILITIES	8,765.70	886,921.75
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	(26,348.51)	(65,073.42)
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	(11,185.01)	31,787,196.79
8002-8002-282000 Income and Expense Clearing	-	(31,607,955.80)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,289.67)
TOTAL EQUITY	(37,533.52)	394,261.56
TOTAL LIABILITIES & EQUITY	(28,767.82)	1,281,183.41



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

September 27, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August 2017 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. The FSS Coordinator has been conducting outreach through attending all orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. Those who were on the interest list for August determined that the program had too many requirements for them, or they did not show up for their appointment. Those that did not show, are being contacted again to set up an appointment to determine interest and eligibility. The FSS Coordinator is in the process of completing a grant application which funds the position. This application is due in September.

HCV Orientations:

LHC had four (4) orientation during the month of August 2017 and fifty-two (52) vouchers issued. Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available. There are approximately 149 people out searching. Approximately four (4) orientations will be scheduled for August.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of August 2017. The last 125 applications left on the February 2017 waiting list will be pulled in September. The HCV waiting list was open the end of August 2017. 3,511 individuals applied when the waiting list was open. This list will be randomly sorted and 650 applications will comprise the August 2017 HCV waiting list. Those not selected will have to reapply when the list reopens.





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Department Initiatives:

There are 159 active participants in the HUD VASH Program. Seventeen (17) Veterans are currently searching for housing and 142 Veterans are housed. Eight (8) referrals were received during this reporting period, which required one (1) VASH orientation for the month of August.

Voucher Utilization

July Voucher Program Total Units	1863
July Traditional HCV Utilization	1604
July % Utilized Units	86%

August Voucher Program Total Units	1863
August Traditional HCV Utilization	1617
August % Utilized Units	87%

Voucher Disbursement

HUD July HAP Disbursement	\$880,357.28
LHC July HAP/UAP Disbursement	\$503,890.00
% Voucher Funding Utilization	106%

HUD August HAP Disbursement	\$796,164
LHC August HAP/UAP Disbursement	\$880,281
% Voucher Funding Utilization	101%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

Waiting List

PIC Scoring	Internal Scoring
N/A	15





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Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review 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 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. 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. New Utilities allowance schedule will be presented at the March Board Meeting.

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.





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Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (12) 24-hour deficiencies and (31) 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 standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

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

Payment Standards

PIC Scoring	Internal Scoring
N/A	5





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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 August 31, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
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 101%. In an effort to maximize the number of participants that are housed, the program's utilization rate will





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continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) 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 75% 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 08/31/2017.





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September 27, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August 2017 Asset Management Monthly Report

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 372.7996

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of August. LHC has 97% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 807 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 99% at the end of August. There were five (5) households moved in, one (1) resident moved out, and zero (0) unit transfer's. The UML was 200 which equals 99%.

Hildebrandt Park occupancy was 97% at the end of August. There were three (3) households moved in, three (3) residents moved out, and one (1) unit transfer's. The UML was 213 which equals 97%.

LaRoy Froh occupancy was 96% at the end of August. There were two (2) households moved in, three (3) residents moved out, and three (3) unit transfer's. The UML was 205 which equals 96%.





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South Washington Park occupancy was 95% at the end of August. There were six (6) households moved in, eight (8) residents moved out, and one (1) unit transfer. The UML was 189 which equals 95%.

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	200	99%	5	1	0	0
Hildebrandt	220	213	97%	3	3	1	0
LaRoy Froh	213	205	96%	2	3	3	0
S. Washington	198	189	95%	6	8	1	0
Totals	833	807	97%	16	15	5	0

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 25,894.00	\$ 34,596.49	\$ (8,702.49)	134%
Hildebrandt	\$ 31,670.00	\$ 36,897.50	\$ (5,227.50)	117%
LaRoy Froh	\$ 31,007.00	\$ 37,425.00	\$ (6,418.00)	121%
S. Washington	\$ 25,814.00	\$ 30,247.00	\$ (4,433.00)	117%
Totals	\$ 114,385.00	\$ 139,165.99	\$ (24,780.99)	122%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	1		1	1
Lease Violation (No Court action)		2		2
Evicted – Nonpayment Judgment		1	2	5
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity				
Rent too high				
Transfer		1	3	1
Totals	1	4	6	9

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
1338	Bids in process	TBD	N/A	N/A
3816	Make Ready	Projected (9/15/17)	Y	Vacant 8/30/17-Brad Perkins





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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
3200-C Turner	Make Ready	8/31/2017	Due 8/7	7/20/17
3214-C	Make Ready	8/15/17	No	Vacant 6/27/2017
1926 Hoyt	Make Ready	8/30/2017	Yes	Vacant 7-3-17
1113 Dakin	Make Ready	8/31/2017	Transfer	Vacant 7-21-17
2115 Forest	Make Ready	9/8/17	Yes	Vacant 7-31-17
1220 High	Make Ready	9/10/2017	Transfer	Transfer began moving in 8/1/17
3206-A Turner	Make Ready	9/8/17	No	Vacant 8/1/17

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2418	Make Ready	9-15-17	Unit transfer	Vacant 7-28-17. Biohazard team in due to death.
6211	Make ready	9-1-17	No extensive roaches	Vacant 6-5-17 Roaches has been abated, now rehabbing.
2342	Make ready	sept 11	Sept 8	Vacant 7-1-17
2450	Make ready	Sept 30	Paid	Vacant 8-18-17
5022	Make ready	10-15-17	Final offer	Vacant 8-18-17
2530	Make ready	9-15-17	Yes	Vacant 8-21-17
2356	Make ready	October 15	Unit transfer	Vacant 8-22-17





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South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10312	Make Ready	9-1-17	Y	6-28-17
10403	Make Ready	9-15-17	N	7-6-17 Needs to be heat treated has already been spayed.
10504	Make Ready	9-8-17	Y	7-17-17
10337	Make Ready	9-5-17	Y	7-31-17
10212	Make Ready	9-8-17	Y	8-1-17
10131	Make Ready	9-15-17	N	8-15-17
10211	Make Ready	9-15-17	N	8-28-17
10333	Make Ready	9-18-17	N	8-29-17
10437	Make Ready	9-18-17	N	8-29-17





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**LHC Board
Sign-In Sheet
Date of Meeting: September 27, 2017**

Name	Organization	Phone #	E-mail
Marshall Brice	LHC	321-6054	marshallb@lanshc.org
Tom Breyer	LHC	862-0842	TomB@LANSHC.ORG
Marcus Hardy	LHC	862-0855	marcush@lanshc.org
Lisa Petersens	LHC	487-9847	LISA@Lanshc.org
Jamasa Warren	Awst	517-303 0035	R85041@AOL.COM
Daniel Black	public	517-507-5552	shortdubaf.com@gmail.com
Martell Armstrong	LHC	517-372 7996	martell@lanshc.org
Kira Shirley	LHC		kims@lanshc.org
Sonya Morrison	LHC		sonyam@lanshc.org

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