



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

Agenda  
Lansing Housing Commission  
September 30, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of August 26, 2015
3. Action Items
  - a) Resolution No. 1237-Approval to write off former tenant account receivables over 90 days
4. Informational Items
  - a. Accounting/Audit Update
  - b. Housing Choice Voucher Report –
    - i. Asset Management Report - Patricia Baines-Lake
    - ii. Mt. Vernon & Scattered Sites AMP 102 Jennifer Burnette
    - iii. Hildebrandt & Scattered Sites AMP 103 Kris Whipple
    - iv. LaRoy Froh & Scattered Sites AMP 111 Kris Whipple
    - v. South Washington & Scattered Sites AMP 112 Rhonda Pagel
    - vi. Modernization Report Lisa Parsons
5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment.





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**Minutes of the August 26, 2015  
Lansing Housing Commission Meeting**

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

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

**GUESTS:** Dickey May, Financial Consultant, Greg Frens, & Kevin Laviano

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

Commissioner Koppelman-Helvey moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve the minutes of the May 27, 2015 Board Meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve Resolution No. 1231- Contract Metro Development (Gutters, Downspouts & Fascia) **The Motion was approved unanimously.**

Commissioner Koppelman-Helvey moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve Resolution No. 1232 – Approval to enter into a contract between LJ Trumble LLC and LHC for Grading and Drainage Repairs at Hildebrandt. **The Motion was approved unanimously.**

Commissioner Bobby Joyce moved and Commissioner Koppelman-Helvey 2<sup>nd</sup> a motion to approve Resolution No. 1233 - Approval to enter into a contract between LJ Trumble LLC and LHC to complete Bathroom and kitchen renovations at Mt. Vernon **The Motion was approved unanimously.**

Commissioner Joyce moved and Commissioner Deschaine 2<sup>nd</sup> a motion to table the discussion on Resolution No. 1234- Contract modification -Dickie May. **The Motion was approved unanimously.**

Commissioner Koppelman-Helvey moved and Commissioner Joyce 2<sup>nd</sup> a motion to remove Resolution 1234 Contract modification -Dickie May from the table. **The Motion was approved unanimously.**



Commissioner Robinson moved and Commissioner Koppelman-Helvey 2<sup>nd</sup> a motion to approve 1234- Contract modification -Dickie May. **The Motion was approved unanimously.**

Commissioner Bobby Joyce moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve Resolution No. 1235 - Annual SEMAP Certification August 2015. **The Motion was approved unanimously.**

Commissioner Koppelman-Helvey moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve Resolution No. 1236 – Approval of 2015 HCV Rent Payment Standards. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

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

Kevin Laviano – HUD Cleveland Office, LHC Finance Technical Assistance Lead, provided information on the current overall operating status of LHC, training on oversight and Fiduciary responsibilities to the Board and Staff and an outline of the milestones LHC needs to achieve in it recovery efforts. He encouraged all attendees to complete the Lead the Way training provided electronically by HUD.

There being no other business, Commissioner Baltimore adjourned the meeting at 8:10p.m.







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**September 30, 2015**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Lansing Housing Commission's Former Resident Account  
Receivable Write-Off's thru June 30, 2015 - Resolution No. 1237**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1237 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of June 30, 2015.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution authorizes the finance division to write off the full amount of resident balances on accounts closed as of **June 30, 2015**.

**BACKGROUND:**

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio which were written off by previous finance staff is approximately \$21,000. However, the Board of Commissioners has approved write offs of \$108,983 since June 2014.

The uncollected account balances for residents that moved out of LHC's portfolio which have not been written off in the bookkeeping system thru June 30, 2015 total \$93,889. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. Staff will write off the \$93,889. which was previously approved. In addition, staff requests Board approval to write off the remaining 6,500 of Aged Receivables. The grand total of aged receivables written off for the period ending June 30, 2015 will equal approximately \$104,000 or approximately \$8,666 per month.



LHC policy requires that write offs be reviewed and approved by the Board each quarter. However, Boards generally establish a policy for staff to follow for write offs as a part of their day to day operations. This policy is then implemented as a standard operating practice. The Board receives monthly finance reports including balance sheets for each business unit which reflect write offs and other key financial data.

Authorizing this write off will clean up LHC's books and records in a manner that is consistent with GAAP, position the Commission to accurately close out the 2015 books and establish a firm set of financial records resulting in accurate beginning account balances for the 2016 fiscal year.

Note: A policy modification which meets GAAP governing write offs will be presented to the board for approval during the next quarter.

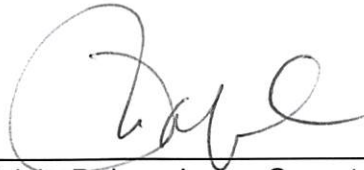
**FINANCIAL CONSIDERATION:**

Writing off \$6,500 in receivables is an acknowledgement LHC does not expect to collect outstanding rent and other charges due from former residents who moved more than 90 days ago with outstanding balances. Accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered.

**POLICY CONSIDERATIONS:**

This action is a variation from LHC's write off policy in that this write-off is presented in the aggregate and this action addresses unforeseen write-offs covering a period in excess of the most recent quarter.

Respectfully Submitted,



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





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### Resolution No. 1237

Adopted by the Lansing Housing Commission

September 30, 2015

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

The Lansing Housing Commission is authorized to immediately write off up to \$6,500 of former resident account receivables thru June 30, 2015. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas

4

Nays

0

Abstentions

0

  
Chair

Attest

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerks Use Only

Resolution No: 1237

Date Adopted: 09/30/2015







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September 30, 2015

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**August 2015 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Jennifer Burnette  
HCV Coordinator

### **Family Self Sufficiency ("FSS"):**

The Goal for FSS participants is 40 households. There are currently 22 participants (9 participants were terminated on 6/30/15 since their time expired and they did not successfully graduate from the program). LHC is completing a mass mailing informing all HCV participants of meeting for those that are interested in learning more about the program. The goal of this mailing and the meeting is to add 20-25 participants to the FSS program. In addition, each staff invites all new HCV participants to join the FSS Program

LHC also applied for HUD's FSS Coordinator Grant in July. Last year we received \$34,500 in funding for the FSS Coordinator. The original request, this year, was for \$34,500 towards funding a part time position. However, we were able to apply for an increase to \$69,000 towards funding for full time position. More news will be forthcoming regarding this grant application.

### **HCV Activities/Orientations:**

LHC is seeking to increase voucher participation by 100 households. This increase will maximize the use of available rental assistance funds. We conducted an Orientation with 6 families September 15, 2015. Our next Orientation will take place on October 1, 2015 with 35 households. There are 17 households currently shopping for units.

### **Waiting List:**

The waiting list is currently closed. There are 100 people left on the current waiting list which was open in June of 2015. We anticipate reopening the waiting list after we pull the next an additional 50 households. However, we do not have a date for the next pull.

**Department Initiatives:**

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

The HCV department pulled the final 275 of applicants off their 2012 waiting list. All applicants were sent a letter to determine if they were still interested in the program, or if they could be located. Applicants 1 - 250 from the June 2015 HCV waitlist opening were sent packets to provide eligibility documents. So far the department has received a total response rate of approximately 30%. However, over 50% of the households who did not respond resided outside of the LHC jurisdiction.

The Department continues to work through documents as they are returned and processed for eligibility and program orientation. We also continue to update the waiting list (processing returned mail, updating addresses, withdrawing applicants from the list.)

There are 139 active VASH participants in the HUD VASH Program. 35 Veterans are currently searching for housing and 104 Veterans are housed. 23 referrals were received during this reporting period, which required 2 VASH orientations for the month of August.

**Voucher Utilization**

Voucher Program Total Units	1700
Traditional HCV Utilization	1403
% Utilized Units	82.5%

**Voucher Disbursement**

HUD August HAP Funding	\$792,162.00
LHC August HAP/UAP Disbursement	\$723,859.27
% Voucher Funding Utilization	91.4%

**SEMAP INDICATORS****Indicator 1- Selection from the Waiting List**

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

**Waiting List**

PIC Scoring	Internal Scoring
N/A	15





**Indicator 2- Rent Reasonableness**

The LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of August a quality control was conducted on 12 units and approved. This indicator is not scored by PIC, but based on an internal review. The LHC is on track to receive all the points for this indicator which is a possible 20.

**Rent Reasonableness**

PIC Scoring	Internal Scoring
N/A	20

**Indicator 3- Determination of Adjusted Income**

This indicator measures if at the time of admission and reexamination the LHC verifies and correctly determines adjusted annual income for each assisted family, and if the LHC used the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review. Based on the internal review, the LHC has zero points out of 20 as no file reviews were conducted for the month of August. LHC is required to complete 26 file reports over the course of the fiscal year. Since 11 file reviews were conducted in July with a 20 point score and we have 10 more months to review 15 files LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2016.

**Adjusted Income**

PIC Scoring	Internal Scoring
N/A	0

**Indicator 4- Utility Allowance**

The revised HCV Utility Allowance Schedule will be available for Board approval in November. A third party company is currently finishing its study which should be available mid-October. This study is being conducted in partnership with the Ingham County Housing Commission. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, the LHC would receive 5 of the possible 5 points for this indicator by the end of the fiscal year.

**Utility Allowance**

PIC Scoring	Internal Scoring
N/A	5

**Indicator 5- HQS Quality Control Inspections**

The number of Quality Control Inspections needed for the year is 36. During this reporting period 8 quality controls were conducted. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive 5 of the 5 possible points.



#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely the LHC stops (abates) HAPS or terminates the contract. This indicator is not scored by PIC, but is based on internal review. Based on the internal review there were (12) twelve 24 hour deficiencies and (28) twenty-eight 30 day deficiencies. All corrected, abated, or terminated as required.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

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

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

This indicator shows whether the LHC has adopted a current payment standards schedule for the voucher program by unit size. During this reporting period, the Section 8 Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, the LHC records indicate a 5 out of a possible 5 points will be received.

#### Payment Standards

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if the LHC has completed a reexamination for each participating family at least every 12 months. As of August we are at a reporting rate of





95%. Based on PIC, the LHC records this indicator as receiving 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation

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

#### Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

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

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

#### Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

#### Indicator 12-Inspections

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

#### Inspections

PIC Scoring	Internal Scoring
10	10

#### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 82.5%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





#### Program Utilization

PIC Scoring	Internal Scoring
N/A	0

#### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 40 mandatory slots, 22 enrolled (55%). SEMAP certification requires the LHC to report the status of enrollment for the FSS program. Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, the LHC would receive 5 of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 68% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are 5. LHC is currently doing an internal rating of 5 points.

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 07/31/2015.





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September 30, 2015

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**August 2015 Asset Management Monthly Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94.9% at the end of August. We continue to strive to increase our occupancy level to 100%.

Mt. Vernon occupancy: We are putting 15 units in modernization status to complete kitchen/bath remodels. 240 applicants were pulled from the waiting list and we expect to establish a pool of applicants for these units when they are completed. We also opened the waiting list in August and will re-open the waiting list again as we did not have sufficient number of applications for the 3, 4 and 5 bedrooms.

Hildebrandt Park occupancy was at 97% at the end of August. We are anticipating a few move outs between September and October. Any Hildebrandt Park units that become vacant will be turned over to the contractors who are doing our kitchen and bathroom remodels and put them in Modernization status with HUD. They have started on 2 already. We will fill units from our waiting list for the scattered sites and Forest/Hoyt units, so we are continuing to process applications to get a pool of applicants prepared for move in.

LaRoy Froh occupancy was at 96% at the end of August. There were 4 units that were reported as having bedbugs upon move out. We have treated them all and are scheduling a recheck to confirm they are clear so we can get in and rehab. 148 applications have been pulled for these units. We opened the waiting list in August and will re-open the waiting list again as we did not have a high application rate for the 3, 4 and 5 bedrooms.



South Washington Park currently has 8 vacant units which puts our occupancy at 96%. We recently pulled 86 applications from the new waitlist opening. 24 households have responded and are in process. Our list will reopen from September 16 through September 30.

In August LHC had a total of 68 emergency work orders. 100% were closed or abated within 24 hours. We had 246 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

Mt Vernon Park had a total of 313 open work orders as of August 31 which includes annual, routine, etc. work orders. Our maintenance team will focus on REAC and City inspections for the remainder of the year. The prep for these inspections should address the majority of the open work orders.

Hildebrandt Park had a total of 296 open work orders as of August 31 which includes annual, routine, REAC, etc. work orders. There were 82 new work orders created in August and the maintenance team closed 82 work orders. Our maintenance team will be focusing on closing out work orders and rehabbing units to help get our occupancy to 100% (not including kitchen and bath renovations).

LaRoy Froh had a total of 187 open work orders as of August 31 which includes annual, routine, REAC, etc. work orders. Our maintenance team will focus on closing out work orders and rehabbing some units internally.

SWP had a total of 56 work orders closed for the month of August. There are currently 80 open work orders which includes routines and annuals. We will continue to decrease this number to work orders only received within the last 2-3 business days and annuals to be completed within the month following their inspection.

	<b>Mt Vernon Park-102</b>	<b>Hildebrandt- 103</b>	<b>LaRoy Froh Park-111</b>	<b>South Washington Park-112</b>	<b>Total LHC Units</b>
<b>Total Units Available for rent</b>	202	220	213	197	832
<b>Total Units Occupied</b>	182	214	205	190	833
<b>Percent Occupied</b>	90%	97%	97%	96%	94.9%
<b>Move -Ins</b>	3	0	2	8	13
<b>Move-Outs</b>	1	1	1	1	4
<b>Transfers</b>	1	0	0	0	1
<b>Emergency</b>	18	24	28	5	75





<b>Work Orders</b>					
<b>Outstanding Routine Work Orders</b>	313	296	187	80	876
<b>Routine Work Order Closed</b>	47	75	68	56	246

**Lease Enforcement:**

<b>Site</b>	<b>Total Number of Units</b>	<b>Rent Charged</b>	<b>Outstanding</b>	<b>Total Collected</b>	<b>Collection Rate</b>
<b>Mt. Vernon</b>	<b>202</b>	\$32,346.00	3735.00	28,611.00	88%
<b>Hildebrandt</b>	<b>220</b>	30014.00	3758.00	26256.00	87%
<b>LaRoy Froh</b>	<b>213</b>	32450.00	6467.00	25983.00	80%
<b>South Washington</b>	<b>197</b>	32875.00	3998.95	28876.05	88%
<b>Totals</b>	<b>832</b>	<b>127685.00</b>	<b>17958.95</b>	<b>109726.05</b>	<b>86%</b>





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September 30, 2015

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry Street  
Lansing Michigan 48933

### **SUBJECT:**

**August 2015 Modernization Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

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

#### **South Washington Park**

The final work on the accessibility feature of the front entry doors has commenced and will be completed within 30 days. South Washington is preparing an RFP for tuck pointing and brick replacement. We would like to complete this work before the end of the 2015 construction season.

#### **Mt. Vernon-**

The contract for Mt. Vernon Kitchen and Bath remodel project has been signed and two task orders have been completed. LHC will request HUD place the 15 units included in the 1<sup>st</sup> task order in Modernization status.

#### **Hildebrandt-**

The two (2) kitchen and bath remodels at Hildebrandt are progressing well. HUD continues to process LHC's request to place these units in Modernization status. Gutter and Downspout replacement and grading improvement contracts were approved during the August Board meeting. The contract details are being finalized. A request to approve work is contained in this Board packet.

#### **LaRoy Froh-**

DLZ has completed the drawings for kitchen and bath remodels at LaRoy Froh. The RFP for this work will be issued was delayed because of design review which will be finalized in two weeks. The unit floor plans will remain substantially as they are currently. This will allow the renovations in occupied units with minimal relocation costs.



## Patricia Baines-Lake

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**From:** Laviano, Kevin <KEVIN.LAVIANO@hud.gov>  
**Sent:** Wednesday, September 30, 2015 8:23 AM  
**To:** Patricia Baines-Lake  
**Subject:** RE: Board Packet  
**Attachments:** Lansing Aging Report 9.30.15.xlsx; Lansing Overview 9.30.15.pdf

Hi Patricia –

Attached is the PHA Overview Report and Aging Report. The good news is that LHC's occupancy rate has improved to 94.4%, However, we still have work to do to get to 97.0% and the Aging report identifies 25 units vacant more than 90 days (58% of your vacant units). This is a lot of revenue evaporating from the LHC's operations. The goal should be a 30 day unit turnaround time.

Please share these reports with your team and the board.

Thanks  
Kevin

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# PHA Overview

09/30/2015



PHA Code: **MI058**



[View PHA Profile](#)

PHA Name: **Lansing Housing Commission**



## Financial Position

FYE Date = **06/30/2014**  
Submission Type = **Unaudited/A-133**  
Total Section 8 Revenue (HCV) = **\$11,730,414**  
Total Section 9 Revenue (PH) = **\$6,017,025**  
Total Revenue Other Sources\* = **\$718,698**  
Revenue, all sources = **\$18,466,137**  
\* Total Revenue Other Sources includes Revenue from other Federal and non-Federal sources

## Public Housing

Units (PIC ACC): **833**  
APG Occupancy Rate: **94.8%**  
Vacant for Mod: **0**  
Approved Demo/Disp Units:  
Developments: **4**  
PHAS Score/Designation: **57/ Troubled**  
Administration Cost Category: **[Low, Medium, High]**  
Risk Score (PH program Only): **[Low, Medium, High]**

## Housing Choice Voucher

March 2013

Housing Choice Vouchers: **1,858**  
HCV Utilization Rate: **81.05%**  
HCV Spending Rate (w/ HAP Reserves): **82.57%**  
YTD HAP/YTD BA: **90.96%**  
PBV: **[data not available]**  
VASH Vouchers: **158**  
Other Special Purpose Vouchers: **0**  
SEMAP Score/Designation: **72/ Standard**

## PHA Governance

### PHA Executive Director

Contact: Patricia Baines-Lake  
Contact Title: Executive Director  
Contact Email: [patbl@lanshc.org](mailto:patbl@lanshc.org)  
Contact Phone: **517-372-7996**

### Board Chair or Acting Chair

Board Chair: Tony Baltimore  
Chair Email: [tbaltimore128@gmail.com](mailto:tbaltimore128@gmail.com)  
Chair Phone: **517-230-5114**

### Other

PHA County: **INGHAM**  
PHA Congressional District: \_\_\_\_\_  
No Mayor info for MI058

### PHA Mailing Address

419 Cherry Street LANSING MI 48933-1136



### Field Office Comments

There are no comments for this PHA.



# Public Housing Dashboard

09/30/2015



PHA Code: **MI058**



PHA Names: Lansing Housing Commission

Latest

Historic Trend

## Public Housing Unit Data

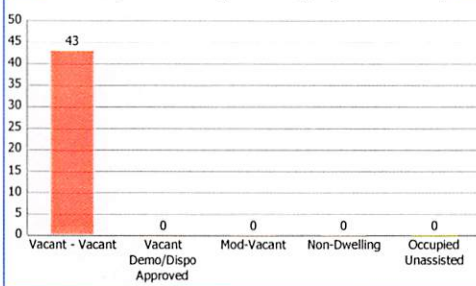
ACC Units	833	Vacant - Vacant	43	Uninhabitable	0
APG Occupancy Rate	94.84%	Long-term Vacant - Vacant	29	Demo/Dispo Approved	0
Assisted Tenants Occupied	790	Long-term Mod - Vacant	0	Other Vacant HUD Approved (not Mod)	0
Unassisted Tenants Occupied	0	Vacant for Modernization	0	Non-Dwelling	0

PHARS: PHAS Troubled Status

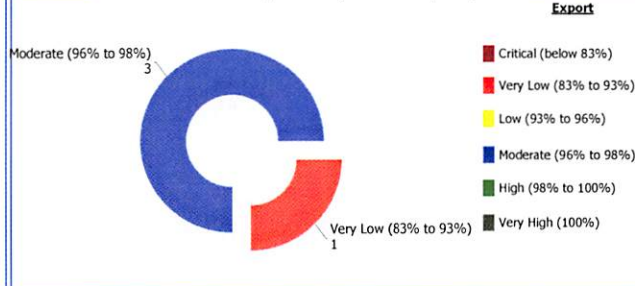
## PHAS Scores

FYE	PHA Code	PHAS Designation & Detail Reports	Published DT	FASS Submission Type	PHAS Score	PASS Score	FASS Score	MASS Score	CFP Score
06/30/2013	MI058	Troubled	1/23/2015	Unaudited/LPF	57	34	0	16	7
06/30/2012	MI058	Substandard Financial	4/15/2013	Audited/LPF	63	35	0	18	10
06/30/2011	MI058	Standard Performance	1/18/2012	Audited/LPF	76	33	0	17	10

## Distribution of Units by Status Type (Non-assisted)



## Distribution of Developments by APG Occupancy Rates



## Public Housing Comments

There are no comments for this PHA.

## Development Level Details

Physical Development	ACC Units	Assisted Units	APG Vacant Units	APG Vacancy Rate	0 Bedroom Units	1 Bedroom Units	2 Bedroom Units	3 Bedroom Units	4 Bedroom Units	5+ Bedroom Units
MI058000102	202	180	22	10.89%		50	54	49	38	11
MI058000103	220	213	7	3.18%		10	97	77	28	8
MI058000111	213	205	8	3.76%		20	43	113	24	13
MI058000112	198	192	6	3.03%		182	6	3	7	

## Historical Unit Universe

Month	Standing Units	Non-ACC Units	ACC Units	Assisted Units	Non-Assisted Units	Special Use Units	Occupied Units	Vacant Units	Uninhabitable Units	RMIPRP	RMI	RMNOA	OPFUND Eligible Units	OPFUND Not Eligible Units	CAPFUND Eligible Units	CAPFUND Not Eligible Units	Occupancy Rate
August 2015	834	1	833	781	0	0	781	52	0	0	101	0	833	1	833	1	93.8%
July 2015	834	1	833	795	0	0	795	38	0	0	101	0	833	1	833	1	95.4%
June 2015	834	1	833	796	0	0	796	37	0	101	0	0	833	1	833	1	95.6%
May 2015	834	1	833	799	0	0	799	34	0	101	0	0	833	1	833	1	95.9%
April 2015	834	1	833	801	0	0	801	32	0	101	0	0	833	1	833	1	96.2%
March 2015	834	1	833	804	0	0	804	29	0	101	0	0	833	1	833	1	96.5%
February 2015	834	1	833	798	0	0	798	35	0	101	0	0	833	1	833	1	95.8%
January 2015	834	1	833	800	0	0	800	33	0	101	0	0	833	1	833	1	96.0%
December 2014	834	1	833	795	0	0	795	38	0	101	0	0	833	1	833	1	95.4%
November 2014	834	1	833	780	0	0	780	53	0	101	0	0	833	1	833	1	93.6%
October 2014	834	1	833	774	0	0	774	59	0	101	0	0	833	1	833	1	92.9%
September 2014	834	1	833	773	0	0	773	60	0	101	0	0	833	1	833	1	92.8%
August 2014	834	1	833	779	0	0	779	54	0	101	0	0	833	1	833	1	93.5%
July 2014	834	1	833	795	0	0	795	38	0	101	0	0	833	1	833	1	95.4%
June 2014	834	1	833	796	0	0	796	37	0	101	0	0	833	1	833	1	95.6%
April 2014	834	1	833	784	0	0	784	49	0	101	0	0	833	1	833	1	94.1%
March 2014	834	1	833	777	0	0	777	56	0	101	0	0	833	1	833	1	93.3%
February 2014	834	1	833	781	0	0	781	52	0	101	0	0	833	1	833	1	93.8%
January 2014	834	1	833	782	0	0	782	51	0	101	0	0	833	1	833	1	93.9%
December 2013	834	1	833	774	0	0	774	59	0	101	0	0	833	1	833	1	92.9%
November 2013	834	1	833	772	0	0	772	61	0	101	0	0	833	1	833	1	92.7%
September 2013	834	1	833	774	0	0	774	59	0	101	0	0	833	1	833	1	92.9%
August 2013	834	1	833	787	0	0	787	46	0	101	0	0	833	1	833	1	94.5%
July 2013	834	1	833	793	0	0	793	40	0	101	0	0	833	1	833	1	95.2%
June 2013	834	1	833	799	0	0	799	34	0	101	0	0	833	1	833	1	95.9%
May 2013	834	1	833	791	0	0	791	42	0	101	0	0	833	1	833	1	95.0%
April 2013	834	1	833	783	0	0	783	50	0	101	0	0	833	1	833	1	94.0%
March 2013	834	1	833	779	0	0	779	54	0	101	0	0	833	1	833	1	93.5%





# Housing Choice Voucher Dashboard

09/30/2015



PHA Code: MI058



PHA Name: Lansing Housing Commission

Fiscal Year End: 06/30

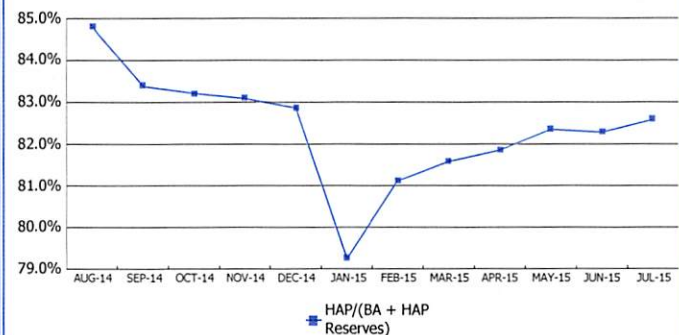
## Leasing and Spending

[Export to Excel](#)

No data returned for this view. This might be because the applied filter excludes all data.

## Spending over Funding w/HAP Reserves

[Export to Excel](#)



## Due Date

## SEMAP

## Score Details

Year	Designation	SEMAP Score
2011	High	93
2012	High	99
2013	High	100
2014	Standard	72

## Per Unit Cost

[Export to Excel](#)



## Field Office HCV & SPV Comments

[Open InfoPath Tool](#)

There are no comments for this PHA.

[Open HCV Two Year Tool](#)

## Summary Details

Month	JUL-15
ACC Units	1,858
VMS Reported Leasing	1,506
Previous Month Leasing	1,495
Leasing Potential Estimate	147

UML/UMA	81.05%
YTD Avg PUC	\$513.66
Current HAP	\$799,325
Previous Month HAP	\$769,723
Leasing Potential %	7.90%

Current Month HAP/BA	92.91%
YTD HAP/YTD BA	90.96%
Uncontracted Vouchers	21
Optimization Zone Indicator	Underleased w/ABA
YTD UML/UMA	82.64%
Transfer Status	None

## HAP Reserves Details

Total Prior Year End HAP Reserves	\$1,047,020
VMS Reported NRA	\$328,949
HUD Held Reserves	\$1,047,020

Projected Current Year End HAP Reserves	\$1,806,439
Total HAP Reserves as a % of ABA	10.21%
Offset	\$0
Current Total ABA	\$10,252,668

VMS Current NRA	\$227,557
VMS UNA Balance	\$348,591
VMS Cash & Invest.	\$1,672,772
Cash & Invest. as % of NRA and UNA	290.34%

## HUD Special Purpose Vouchers (SPV)

### Veterans Assisted Supportive Housing (VASH)

☒ Latest ☐ Historic Trend

VASH Awards 2010	35
VASH Awards 2011	25
VASH Awards 2012	0
VASH Awards 2013	25
VASH Awards 2014	25

Total VASH Awards	158
VASH PBV	0
Total VASH Leasing in VMS	100
VASH Leasing Rate	63.3%

### Non Elderly Disabled (NED)

Prior NED Awards	0
Current (Cat 2) NED Awards	0
Total NED Awards	0
NED Leased in VMS	0

Cat 2 Awards Leased in PIC	0
Cat 2 % Leased in PIC	0.00%
Total % Leased NED Vouchers in VMS	0.00%

### Mainstream 5 (MS5)

Total MS5 Awards	0
Leased MS5 Vouchers	0
Total % of MS5 Vouchers Leased	0.00%

### Family Unification (FUP)

Pre-FY2008 FUP Awards	0
FY2008 - FY2011 FUP Awards	0
Total FUP Awards	0
FUP Leased in VMS	0
Leased in VMS (FUP0809)	0
Total FUP Leased in VMS	0

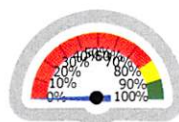
## SPV Leasing Rate



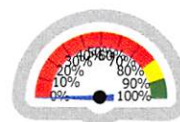
63.3%  
VASH



0.00%  
NED



0.00%  
NED (Cat 2)



0.00%  
FUP



0.00%  
MS5





# PHA Governance



PHA Code: **MI058**

PHA Name: **Lansing Housing Commission**

09/30/2015

**Mailing Address:** 419 Cherry Street LANSING MI 48933-1136

## PHA Executive Director

Contact: Patricia Baines-Lake  
Contact Title: Executive Director  
Contact Email: patbl@lanshc.org  
Contact Phone: 517-372-7996

## Board Chair or Acting Chair

Board Chair: Tony Baltimore  
Chair Email: tbaltimore128@gmail.com  
Chair Phone: 517-230-5114

## Other

County: INGHAM  
Congressional District:  
No Mayor info for MI058

## Board Members

Contact	Contact Title	Contact Email	Contact Phone
Bethany DesChaine	Board Member	bethany@deschaine.net	517-484-1016
Bobby Joyce		bobby.joyce@ymail.com	517-703-3483
Emma Koppelman-Helvey	Board Member	emmakoppelman@gmail.com	517-575-5054
Ryan Robinson	Board Member	rrobinson@capfund.net	517-364-8963

## Latest MASS Score

PHA	Submission Type Name	Fiscal Year End Date	Approved Date	MASS Maximum Score	MASS Score
MI058	Unaudited/A-133	06/30/2014	03/06/2015	25.00	16.78

## Management Operation Indicator

## Last 5 Years MASS Score

PHA	Submission Type Name	Fiscal Year End Date	Approved Date	MASS Maximum Score	MASS Score
MI058	Unaudited/A-133	06/30/2014	03/06/2015	25.00	16.78
MI058	Audited/A-133	06/30/2013	09/21/2014	25.00	16.35
MI058	Unaudited/A-133	06/30/2013	08/07/2014	25.00	16.35
MI058	Unaudited/A-133	06/30/2012	01/11/2013	25.00	18.00
MI058	Audited/A-133	06/30/2011	01/11/2013	25.00	16.74
MI058	Unaudited/A-133	06/30/2011	01/11/2013	25.00	16.74

## Last 5 Years MASS Projects Score



# Financial Position Dashboard

09/30/2015



PHA Code: MI058



PHA Name: Lansing Housing Commission

## Funding

FYE Date = 06/30/2014

Submission Type = Unaudited/A-133

Total Section 8 Revenue (HCV) = \$11,730,414

Total Section 9 Revenue (PH) = \$6,017,025

Total Revenue Other Sources\* = \$718,698

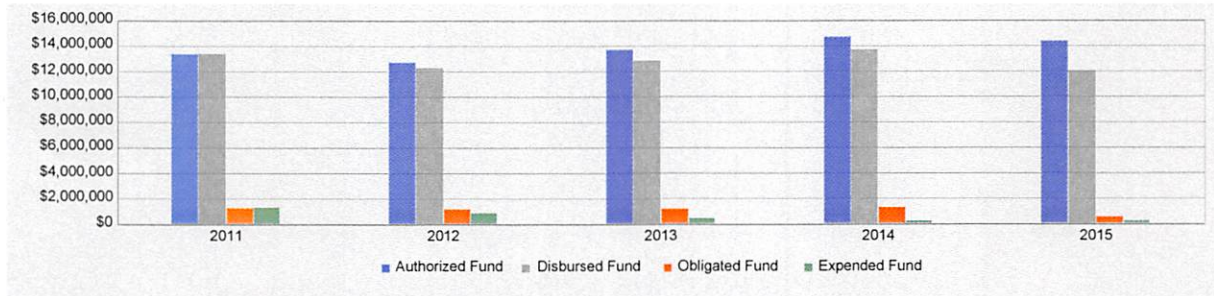
Revenue, all sources = \$18,466,137

\* Total Revenue Other Sources includes Revenue from other Federal and non-Federal sources

## Westover Risk - Distribution of Developments

This PHA does not have data because it is only Section 8 PHA or the PHA does not have a PHAS Physical Indicator Score.

## Fiscal Year Funding



	2011	2012	2013	2014	2015
Authorized Fund	\$13,393,359	\$12,716,242	\$13,688,339	\$14,748,241	\$14,415,513
Disbursed Fund	\$13,393,359	\$12,339,560	\$12,797,521	\$13,747,880	\$12,054,833
Obligated Fund	\$1,357,846	\$1,225,248	\$1,191,186	\$1,292,413	\$609,194
Expended Fund	\$1,357,846	\$848,566	\$465,265	\$292,052	\$264,868

Assistance Program		2011	2012	2013	2014	2015
Housing Choice Vouchers	Authorized Fund	\$8,871,200	\$8,151,116	\$9,506,506	\$10,335,722	\$10,731,490
	Disbursed Fund	\$8,871,200	\$8,151,116	\$9,341,609	\$10,335,722	\$9,430,284
	Obligated Fund					
	Expended Fund					
Low Rent Public Housing	Authorized Fund	\$3,164,313	\$3,339,878	\$2,990,647	\$3,120,106	\$2,359,681
	Disbursed Fund	\$3,164,313	\$3,339,878	\$2,990,647	\$3,120,106	\$2,359,681

## Risk Ratios

PHA	Submission Type Name	Fiscal Year End Date	Quick Ratio	MENAR	MASS Occupancy	TAR	DSCR
MI058	Audited/A-133	06/30/2011	1.09	0.82	95.00%	3.00%	0.00

## Development Level Westover Risk Details

Submission Type

FYE Date

Audited/A-133

06/30/2011

No data returned for this view. This might be because the applied filter excludes all data.

**FASS Unaudited Financial Data Schedule**

Fiscal Year End Date	Unaudited Due Date	Unaudited Received Date	Unaudited Submission Type	Unaudited Status
06/30/2014	--	12/19/14	Unaudited/A-133	Rejected
06/30/2013	--	07/09/14	Unaudited/A-133	INVALIDATED
06/30/2012	--	08/31/12	Unaudited/A-133	Approved
06/30/2011	--	03/27/12	Unaudited/A-133	Rejected

**FASS Audited Financial Data Schedule**

Fiscal Year End Date	Audited Due Date	Audited Received Date	Audited Submission Type	Audited Status
06/30/2013	--	08/21/14	Audited/A-133	Rejected
06/30/2012	--	07/21/14	Audited/A-133	Review
06/30/2011	--	06/06/12	Audited/A-133	Rejected





# PHA FDS Data

09/30/2015



PHA Code: **MI058**



PHA Name: **Lansing Housing Commission**

☒ Latest FDS ☐ 5 Years FDS

Latest Audited vs Unaudited

[FASS Indicator Score Details](#)

	Submission Type	Unaudited/A-133
	Fiscal Year End Date	06/30/2014
	Status Name	Approved
11190 Unit Months Available		22,072
11210 Unit Months Leased		20,640
<b>REVENUES</b>		
70500 Total Tenant Revenue		\$1,539,118
70600 HUD PHA Operating Grants		\$15,858,802
70610 Capital grants		\$780,603
70700 Total Fee Revenue		\$0
Other Revenue		\$287,614
<b>70000 Total Revenue</b>		<b>\$18,466,137</b>
<b>EXPENSES</b>		
91000 Total Operating – Administrative		\$2,942,973
92500 Total Tenant Services		\$97,475
93000 Total utilities		\$1,157,769
94000 Total Maintenance and Operations		\$2,596,971
95000 Total Protective Services		\$34,955
96100 Total Insurance Premium		\$250,847
96000 Total Other General Expenses		\$308,321
96700 Total Interest Expense and Amortization Cost		\$96,215
96900 Total Operating Expenses		\$7,485,526
Other Expenses		\$4,092,572
<b>90000 Total Expenses</b>		<b>\$19,063,624</b>
<b>OTHER FINANCING SOURCES</b>		
10100 Total Other Financing Sources		\$0
<b>EXCESS OF TOTAL REVENUE OVER TOTAL EXPENSES</b>		
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses		(\$597,487)
<b>INTERPROGRAM DUE FROM</b>		
144 Interprogram - Due From		\$0
<b>BANK OVERDRAFT</b>		
311 Bank Overdraft		\$0
<b>RESERVES/CASH</b>		
511.1 Restricted Net Assets		\$0
512.1 Unrestricted Net Assets		\$0
513 Total Equity/Net Assets		\$15,186,531
11170 Administrative Fee Equity		\$226,298
11180 Housing Assistance Payments Equity		\$989,240