



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

Agenda  
Lansing Housing Commission  
May 27, 2020

Call to Order

1. Roll Call
2. Approval of Minutes of March 25, 2019

Action Items:

- a. SWP – Air Conditioning RFP
- b. SWP – Roof Replacement RFP
- c. SWP – Parking Lot RFP

Informational Items:

- |  |               |
|--|---------------|
| a. Finance Report March 2020               | Steven Raiche |
| b. Housing Choice Voucher March 2020       |               |
| c. Asset Management Report March 2020      |               |
| • Mt. Vernon (MVP) & Scattered Sites       | AMP 102       |
| • Hildebrandt (HP), Forrest, Hoyt          | AMP 103       |
| • LaRoy Froh (LRF) & Scattered Sites       | AMP 111       |
| • South Washington (SWP) & Scattered Sites | AMP 112       |





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Discussion Items:

- a. RAD Update
- b. IT Presentation - Malware

Other Items:

- 4. Executive Director's Comments.
- 5. President's Comments
- 6. Public Comment – limit 3 minutes per person.
- 7. Adjournment.





## Notice

### Lansing Housing Commission Annual Meeting and Regular Meeting May 27<sup>th</sup>, 2020

Due to the extension of the stay at home order through May 28<sup>th</sup>, the Lansing Housing Commission will conduct its Annual Meeting and Regular Board Meeting virtually on Wednesday May 27<sup>th</sup>, 2020

## Join Us For a Virtual Annual and Regular Board Meeting

### Wednesday May 27<sup>th</sup>, 2020, 5:30pm EDT

To support safety, health, and wellness, the meeting will be conducted virtually via Zoom meeting link and phone number provided below:

Virtual Meeting Link:

<https://us02web.zoom.us/j/86999694158?pwd=YTRVZ1MvUGlTbHlHMUNrMVRqKzI1dz09>

Telephone Dial in Option:

+1 312 6266799

OR

+1 929 2056099

Required Meeting ID:

869 9969 4158

To assist you, please note the following instructions for joining a Zoom meeting. Note that this option requires downloading Zoom software or an app to your computer or phone, so please allow a few extra minutes before the meeting to complete this step.

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

If joining from a computer for the first time you will need to download a small application file before entering the meeting. This process is easy to complete on all commonly used browsers by following the prompts.

It is possible to use a combination of computer for video and phone for audio. If using this option, enter by computer first and select the *Join By Phone* tab when the audio pop-up window appears,

The mission of LHC is to compassionately deliver healthy, affordable, safe, quality housing options without discrimination, with exceptional customer service while meeting high performance standards.

which will display the dial in number for you, as well as the prompt for your Meeting and Participant ID. Entering the numbers allows your video and audio to be synchronized.

During the meeting, non-speakers who wish to ask a question can use the *Raise Hand* option to make it known to the Host that you would like to speak. To raise your hand during the meeting for MAC use Option Y and for windows use ALT Y. If you join by phone to raise your hand during the meeting dial \*9.

Alternately, you can use the *Chat* option to send a question to all participants or privately to specific participants.

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### Minutes of the March 25, 2020

Commissioner Robinson called the meeting to order at 5:30 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Emma Henry, Don Sober. Loria Hall and Michael McKissic absent.

**STAFF:**

Marcel Jackson	Marcus Hardy
Kim Shirey	Andrea Bailey
Douglas Fleming	Katrina Greeley - Contractor
Steven Raiche – Contractor	Sam Spadafore – Contractor

**Guests:**

None

Commissioner Sober moved and Commissioner Henry seconded a motion to approve the minutes of the January 22, 2020 commission meeting. **The Motion was approved by all members present.**

**Action Items:**

Approval to install Air Conditioning at South Washington Park.

As a strategic plan with the RAD conversion at SWP, Capital Funds will be used to complete major items. LHC is taking care of as many things as possible before RAD construction begins. SWP does not currently have central air but an air moving system. 3 AC units will be necessary to cool SWP and the common areas. LHC has about \$400,000 left to spend with Capital Funds that needs to be contracted by June 31<sup>st</sup>. This project is estimated to be \$205,000. LHC is seeking three bids, we currently have one bid. This action item is for Board approval for Doug to move forward with the capital expenditure to replace the AC units at SWP.

Commissioner Robinson motioned to approve (if the amount for bids received is under \$250,000); Commissioner Sober seconded the motion. **Motion was approved by all members present.**





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### Informational Item:

#### Written Informational Reports were provided as follows:

Finance Report – January & February 2020

Steven Raiche

There have been disruptions in LHC which has affected the Financial Report, so the reporting packet has not been submitted for this meeting. LHC continues to receive funding from HUD, pay the employees and pay the vendors. There are currently no disruptions in the finance area.

Housing Choice Voucher (HCV) Report – January & February 2020

Kim Shirey provided a brief overview of the January and February 2020 HCV Reports.

- There have been some challenges, but HCV has done the best they can. HCV was awarded the self-sufficiency coordinator grant as a full-time position which is \$68,152, this is to be used over the next twelve months. This position has been increased from part time to full time due to the self-sufficiency enrollment increase. HCV has moved forward on their waiting list. Pulled 100 applications, there was a response from around 50, orientation has been rescheduled due to COVID-19.

Doug – Inspections for HCV has been withheld for recertifications, HCV will continue to inspect housing for new move ins.

Asset Management Report – January and February 2020

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson, MVP had an occupancy rate of 96% at the end of February. There was three (3) move-in, two (2) move outs and one (1) transfer. There were 50 open work orders.

The current occupancy rate is 96%. There are 8 vacancies, one (1) market ready. There are 50 open work orders. Average work order is 37 days old.



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**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily, HP had an occupancy rate of 97% at the end of February. There were three (3) move-ins, zero (0) move-outs and one (1) transfer. There were 49 open work orders.

The current occupancy rate is 97%. There are 5 vacancies. 1 will be leased up before the month ends. There are 49 open work orders. Average work order is 30 days old.

Positive Note: Sodexo paired up with Lansing School District and provided breakfast and lunch to families in need of meals due to the Coronavirus.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marcus Hardy, LRF had an occupancy rate of 97% at the end of February. There was two (2) move-in, zero (0) move-outs and one (1) transfers. There were 17 open work orders.

The current occupancy rate is 97%. There are 7 vacancies. 6 move-in ready. There were 17 open work orders. Pulling from the waitlist soon.

Positive Note: Window project for LRF is completed.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy, SWP had an occupancy rate of 93% at the end of February. There were zero (0) move-ins, three (3) move-out and two (2) transfers. There were 55 open work orders.

The current occupancy rate is 93%. There were eleven (11) vacant units, 7 will be leased before the end of the month. 55 work orders that are open.

Positive Note: SWP scattered sites windows are completed.

Doug – SWP and MVP will not house any new residents in preparation for RAD Construction. LHC is currently operating with 2 maintenance, a Day time maintenance and a nighttime maintenance. Maintenance will do emergency work orders only. All residents have received notification of this new protocol. Managers are meeting with residents by appointment only. All managers are practicing Social Distancing as instructed by the Governor. Staff are currently working remotely. A backlog for routine work orders are expected but managers and maintenance will tackle this as it comes.

LHC will document in a letter that LHC staff are essential, this will be given to all employees to carry at all times.





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## Discussion Items:

### 1. RAD Presentation – Sam Spadafore

(a) This PowerPoint will be provided to the Board

(b) RAD – All 4 AMPS will undergo RAD

- Phase 1 – awards given to LHC, LHC is currently in the closing stage. These dates are late summer for MVP and fall for SWP.
- Phase 2 – HP and LRF – Tax Credit submission. This application has been moved up from fall of 2020 to the summer of 2020. MSHDA just moved out all their due dates from June to July. Dates may continue to move if the Coronavirus Stay Home order is extended.
- MVP - \$79,000 per unit (4% deal)
- Centralized air will be added to each unit. Additional windows will be added to the upstairs bedrooms. Each building will be designed by adding a color, there will be multiple colors throughout the property.
- SWP - \$50,000 per unit \$15.7 million total development (9% deal)
- HP - \$84,000 per unit \$14.5 million total development (4% deal)
- LHC is preparing to get RFP

2. Due to economic downfall there could be a scenario where LHC will fall short of what was originally modeled. LHC is working through this to determine the next steps if this does occur. A positive side of the economic shift is that interest rates have dropped and are now 50% lower than the expected rate.

3. Board President Robinson – By having our closing time frame 6-7 months out from the current economy, there will be time for the economy to recover and for







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LHC to receive in funding, close to what is expected. Board President Robinson advised that LHC wait 30 days before going out for pricing.

4. Commissioner Henry – Currently, Lansing is interpreting the Governor's Executive Order that housing construction should not be happening going forward.
5. Next steps for RAD – Another set of resident meetings and Section 18 (sale of the scattered sites).
6. LHC is working through selecting an environmental partner. LHC is still working on getting the ordinance so that LHC will be listed as the owners of the scattered sites.
7. April 13<sup>th</sup> – Introduce draft to the City Council (this date may be pushed back due to the Coronavirus).

**Other Items:** None

### **Executive Director's Comments:**

#### **Activities**

##### **Capital Projects**

- Elevator – Near completion, the elevator company has committed to get some things done in the next couple of weeks. This project is moving slower than expected, payment will be released to contractor once the work is completed.
- SWP roof – Securing bids for the roof to be redone, working with architects to come up with specs for what we want the roof to look like. LHC is looking to add solar panels to the roof which will reduce costs.
- COCC roof – Securing bids, roof is leaking. The long-term plan is to knock down the building and build a new one with affordable housing attached.
- Mt. Vernon drain – Camera scope was conducted from MVP to the road to ensure future problems will not occur with plumbing. If anything is noticed during this scope, this will be worked on.

#### **Staff Changes**



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- Hildebrandt Maintenance – Put in offer this week.
- Assistant Manager LRF/ SWP – Marcus is overseeing LRF and SWP. Geanee Davis is the new assistant asset manager. Kendra is working for the HCV program part time and LIPH part time.
- Relocation and Construction Manager – Katrina Greeley has been on board for a couple of weeks. She is working on the roof project for SWP and lighting for the AMPS. I she has experience working with architects.

#### Malware Attack

- March 2<sup>nd</sup>, we realized that there was a Malware attack. LHC is continuing to assess this. Tenant software company Elite Emphasys was not used during this time, IT wanted to ensure the network was secure.
- It took about one week to get COCC back up, roughly a week and a half to get LIPH back up.
- Insurance – it is currently under legal review.
- S-RM doing a forensic review.
- Two party authentication – Sentinel Software – this was implemented as a result of this attack to prevent future attacks. Sentinel Software looks at how each individual works on the computer, they will notify us if something is out of character. This software will notify the user, and message IT if possible, of suspicious behavior. This will help to improve the security of the programs.
- The long-term goal is to determine how the hackers got in. The preliminary analysis is that no information was taken but this is not the official report.

#### Coronavirus

- Working remotely since March 16<sup>th</sup>.
- Office is closed to walk ins – appointments only.
- Maintenance staff are currently working only on emergency items.
- Cleaning company cleaned SWP due to the number of common areas, maintenance will repeat the cleaning on high touch surface areas daily.

#### RAD Activities

- Disposal of Scattered Sites (Section 18)
  - Ordinance preparation with the City of Lansing.
- Significant Amendment – ACOP, LHC is currently working on this.
- Scope of work meetings (phase 2) – SWP and MVP.



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- Doug will make his annual presentation April 13<sup>th</sup> at 5:00 pm and cover scattered site plans and RAD preparation. This meeting may be held even during the Stay Home Order, social distancing will be practiced.

#### Other Activities

- Site visits to LHC properties – visited each site within the past two weeks, proud of the staff and how the employees and residents operated under the change.
- Mental Health First Aid Training for all employees March 11<sup>th</sup> (completed) March 18<sup>th</sup> (will be rescheduled to a later date due to Coronavirus)
- Edge Communications – Facebook page has been re-done.
- Website Update – Have tested product, this is currently being reviewed by staff.
- HCV program review – Quadrel Consulting
- Summer Spectacular – planning for this is ongoing.

#### President's Comments:


President Robinson commended employees and residents. Everyone is doing an outstanding job. Good job to everyone. Let's continue to not let up on the communication side.

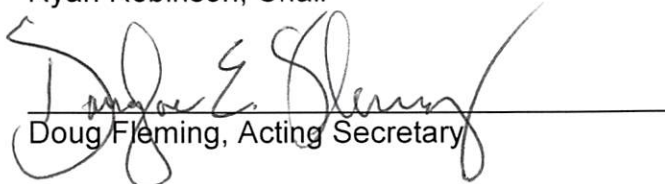
**Public Comment:** limit 3 minutes per person

Brian Weston SWP Public Comment – Recognizes the efforts of sanitation of the building. It is appreciated very much. Questions concerning RAD as well.

**Other Business:** None

**Adjournment:** The meeting was adjourned at 6:52 p.m.

 Date 6-25-2020  
Ryan Robinson, Chair

 Date 6-26-2020  
Doug Fleming, Acting Secretary





Lansing Housing Commission  
Summary Results for APRIL FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
<b>REVENUE:</b>								
Total Revenue Variance - Fav (Unfav)	(1,475)	(18,316)	(7,098)	(2,055)	(28,943)	(1,440)	12,562	54,240
Tenant Revenue Variance	(2,690)	(15,201)	(5,042)	(5,706)	(28,639)	-	-	-
HUD Revenue Variance	1,800	(2,662)	(1,761)	3,568	946	(395)	13,076	53,992
Capital Fund Income	854	854	854	854	3,415	-	-	-
Other Income	(1,439)	(1,307)	(1,149)	(771)	(4,665)	(1,045)	(514)	248
Other	-	-	-	-	-	-	-	(0)
Budgeted Revenue	107,954	132,859	112,915	85,948	439,676	67,874	82,422	882,894
% Variance fav (unfav)	-1%	-14%	-6%	-2%	-7%	-2%	15%	6%
<b>EXPENSES:</b>								
Total Expense Variance Unfav (Fav)	(3,947)	(31,469)	(50,026)	7,252	(78,190)	(3,294)	(10,586)	(13,794)
Salary Expenses	(1,709)	(2,342)	(2,539)	1,956	(4,633)	(5,430)	(1,630)	-
Employee Benefit Expenses	563	304	(383)	1,743	2,226	(2,592)	(5,537)	-
Utilities	552	3,858	(639)	2,305	6,076	209	(105)	-
Write-offs	(20)	(672)	(1,485)	(267)	(2,443)	-	-	-
Legal	(1,400)	(2,400)	(1,493)	(2,517)	(7,810)	385	-	-
Professional Services	1,124	1,629	798	1,109	4,661	8,711	(1,170)	-
Recreation/Other Services	(1,200)	(1,200)	(800)	200	(3,000)	-	-	-
Insurance	(1,820)	(671)	(1,462)	2,542	(1,410)	24	(896)	-
Sundry/Postage/Office Supplies	572	(244)	359	(114)	573	215	3,718	-
Management Fee	(102)	314	106	(512)	(194)	-	(161)	-
HAP Expense	-	-	-	-	-	-	-	(13,794)
Inspections	-	374	(500)	-	(126)	-	(4,517)	-
Maintenance Costs	4,062	(14,607)	(24,945)	6,292	(29,198)	(417)	(162)	-
Maintenance Contract - Unit Turns	(2,700)	(13,331)	(15,525)	(3,000)	(34,556)	-	-	-
Other	(1,869)	(2,481)	(1,520)	(2,485)	(8,355)	(4,399)	(127)	(0)
Budgeted Expense	96,275	112,686	121,569	88,510	419,040	52,685	68,172	882,881
% Variance fav (unfav)	4%	28%	41%	-8%	19%	6%	16%	2%
<b>Cumulative Results:</b>								
Curr Mo. Actual Net Income (Loss)	\$ 14,152	\$ 33,327	\$ 34,274	\$ (11,869)	\$ 69,883	\$ 17,043	\$ 37,398	\$ 68,048
YTD Actual Net Income (Loss) Net of CWIP	\$ 83,903	\$ 158,321	\$ 61,617	\$ (58,231)	\$ 245,611	\$ 431,658	\$ 117,378	\$ 353,724
Prior YR YTD Net Income (Loss)	\$ (42,522)	\$ 183,298	\$ (97,690)	\$ 123,584	\$ 166,670	\$ 350,484	\$ 52,566	\$ (325,369)
<b>Cash Balances:</b>								
Cash Balance - April	\$ 472,453	\$ 552,274	\$ 583,317	\$ 401,635	\$ 2,009,680	\$ 1,131,607	\$ 705,142	\$ 487,432
Cash Balance - March	\$ 504,213	\$ 579,021	\$ 565,019	\$ 447,108	\$ 2,095,361	\$ 1,024,133	\$ 733,686	\$ 403,544
Cash Balance - January	\$ 551,519	\$ 513,168	\$ 613,701	\$ 464,631	\$ 2,143,019	\$ 1,222,920	\$ 658,192	\$ 450,769



Lansing Housing Commission  
Summary Results YTD for APRIL FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
<b>REVENUE:</b>								
Total Revenue Variance - Fav (Unfav)	119,489	(21,759)	48,071	87,882	233,683	7,840	23,114	926,821
Tenant Revenue Variance	3,789	(92,159)	(45,992)	(46,033)	(180,395)	-	-	-
HUD Revenue Variance	84,297	39,144	43,239	89,867	256,546	3,900	19,863	917,267
Capital Fund Income	19,959	20,427	20,245	19,854	80,485	-	-	-
Other Income	11,444	10,829	30,579	24,194	77,047	3,940	3,251	9,554
Other	-	-	-	-	-	-	-	-
Budgeted Revenue	1,139,469	1,405,104	1,266,711	917,952	4,729,235	911,525	822,970	8,828,940
% Variance fav (unfav)	10%	-2%	4%	10%	5%	1%	3%	10%
<b>EXPENSES:</b>								
Total Expense Variance Unfav (Fav)	101,329	(9,119)	(17,410)	59,681	134,481	1,316	(47,009)	573,227
Salary Expenses	(22,075)	(8,117)	(10,433)	2,669	(37,956)	(77,739)	(2,834)	-
Employee Benefit Expenses	5,376	10,512	(394)	8,936	24,429	(17,779)	(47,617)	-
Utilities	9,911	15,696	(887)	(17,290)	7,431	3,670	(203)	-
Write-offs	16,855	(2,070)	8,873	1,242	24,900	-	-	-
Legal	(2,575)	(2,992)	(2,946)	(10,470)	(18,984)	14,111	-	-
Professional Services	553	(4,034)	(6,711)	(3,300)	(13,491)	17,266	8,589	-
Admin Services	12,000	12,000	12,000	-	36,000	19,380	-	-
Management Improvement	19,959	20,427	20,245	19,854	80,485	-	-	-
Insurance	(9,618)	(1,877)	(10,020)	24,375	2,860	7,766	(7,713)	-
Sundry/Postage/Office Supplies	2,316	(10,732)	(1,048)	2,653	(6,811)	15,766	12,204	-
Management Fee	1,134	2,522	804	(1,940)	2,520	-	1,196	-
HAP Expense	-	-	-	-	-	-	-	573,227
Pilot	(2,209)	(10,245)	(4,162)	(2,990)	(19,604)	-	-	-
Inspections	2,968	640	9,488	4,975	18,071	2,887	(12,647)	-
Maintenance Costs	108,057	15,026	31,475	20,213	174,770	21,157	368	-
Maintenance Contract - Unit Turns	(31,718)	(43,815)	(50,724)	3,785	(122,472)	-	-	-
Other	(9,605)	(2,060)	(12,970)	6,969	(17,666)	(5,169)	1,648	-
Budgeted Expense	1,096,473	1,250,674	1,273,935	1,011,421	4,632,502	579,212	783,139	8,828,810
% Variance fav (unfav)	-9%	1%	1%	-6%	-3%	0%	6%	-6%
<b>YTD Actual Net Income (Loss) Net of CWIP</b>								
YTD Actual Net Income (Loss) Net of CWIP	\$ 83,903	\$ 158,321	\$ 61,617	\$ (58,231)	\$ 245,611	\$ 431,658	\$ 117,378	\$ 353,724
YTD Budgeted Net Income (Loss)	\$ 42,996	\$ 154,430	\$ (7,224)	\$ (93,469)	\$ 96,734	\$ 332,313	\$ 39,831	\$ 130
Prior YR YTD Net Income (Loss)	\$ (42,522)	\$ 183,298	\$ (97,690)	\$ 123,584	\$ 166,670	\$ 350,484	\$ 52,566	\$ (325,369)
Additional Income - Accounting Adjustments	22,747	16,531	3,361	7,036	49,675	92,821	7,425	64,610

**APRIL Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,760		03/20	\$ 531.81
HCV 8002 Expenses	\$ 867,126.89		01/20	\$ 516.10
Average Cost Per Voucher	<u>\$ 492.69</u>		12/19	\$ 521.40

LIPH Ratios						Prior Months	
<b>Year-to-Date Occupancy Rate</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>Total</b>		
YTD Average Number of Units Leased	193	216	203	188	800	03/20	95.6%
Number of Possible Units	202	220	213	198	833	01/20	95.7%
Year-to-Date Occupancy Rate	<u>95.5%</u>	<u>98.2%</u>	<u>95.3%</u>	<u>94.9%</u>	<u>96.0%</u>	12/19	96.0%
<b>Average Revenue Per Occupied Unit</b>						03/20	\$ 531.75
Total LIPH Revenue	\$ 106,479.87	\$ 114,542.95	\$ 105,816.33	\$ 83,893.02	\$ 410,732.17	01/20	\$ 629.15
Average Revenue Per Occupied Unit	<u>\$ 551.71</u>	<u>\$ 530.29</u>	<u>\$ 521.26</u>	<u>\$ 446.24</u>	<u>\$ 513.42</u>	12/19	\$ 745.02
<b>Average Tenant Revenue Per Occupied Unit</b>						03/20	\$ 140.55
Total Tenant Revenue	\$ 29,104.00	\$ 24,792.00	\$ 24,217.00	\$ 26,817.00	\$ 104,930.00	01/20	\$ 139.60
Average Tenant Revenue Per Occupied Unit	<u>\$ 150.80</u>	<u>\$ 114.78</u>	<u>\$ 119.30</u>	<u>\$ 142.64</u>	<u>\$ 131.16</u>	12/19	\$ 140.46
<b>Average Cost Per Occupied Unit</b>						03/20	\$ 617.83
YTD Average Monthly Expenses	\$ 119,780.14	\$ 124,155.41	\$ 125,652.52	\$ 107,110.15	\$ 476,698.22	01/20	\$ 619.77
Average Cost Per Occupied Unit	<u>\$ 620.62</u>	<u>\$ 574.79</u>	<u>\$ 618.98</u>	<u>\$ 569.73</u>	<u>\$ 595.87</u>	12/19	\$ 609.57

Company Ratios						
<b>Operating Reserves</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>COCC</b>	<b>HCV Admin</b>
Bank Account Balance	\$ 472,453.29	\$ 552,273.82	\$ 583,317.22	\$ 401,635.26	\$ 1,131,606.74	\$ 705,141.82
YTD Expenses	\$ 1,197,801.36	\$ 1,241,554.12	\$ 1,256,525.18	\$ 1,071,101.54	\$ 580,528.38	\$ 736,130.60
Number of Months	10	10	10	10	10	10
Average Monthly Expenses	\$ 119,780.14	\$ 124,155.41	\$ 125,652.52	\$ 107,110.15	\$ 58,052.84	\$ 73,613.06
<b>Number of Months of Operating Reserves (would like to have 4 months of operating reserves)</b>	<u>3.94</u>	<u>4.45</u>	<u>4.64</u>	<u>3.75</u>	<u>19.49</u>	<u>9.58</u>
<b>Prior Months</b>						
03/20	4.10	4.49	4.29	4.13	17.45	9.73
01/20	4.46	3.93	4.61	4.37	19.95	8.5
12/19	4.61	4.14	4.2	4.02	22.24	7.9
06/19	3.58	3.90	4.78	4.51	17.81	7.12

**Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 321,726	\$ 317,937	\$ 3,789	\$ 304,673	\$ 381,524	\$ 63,587
Tenant Revenue - Other	37,082	26,250	10,832	38,324	31,500	5,250
Total Tenant Revenue	<u>\$ 358,808</u>	<u>\$ 344,187</u>	<u>\$ 14,622</u>	<u>\$ 342,997</u>	<u>\$ 413,024</u>	<u>\$ 68,837</u>
HUD PHA Operating Grants	819,524	735,228	84,297	781,258	882,273	147,046
CFP Operational Income	74,695	90,000	(15,305)	155,318	90,000	-
Fraud Recovery and Other	28,677	5,319	23,359	6,266	6,908	1,589
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 1,281,705</u>	<u>\$ 1,174,733</u>	<u>\$ 106,972</u>	<u>\$ 1,285,839</u>	<u>\$ 1,392,205</u>	<u>\$ 217,472</u>
Administrative Salaries	\$ 75,898	\$ 76,097	\$ (199)	\$ 74,631	\$ 90,189	\$ 14,092
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	153,828	97,958	55,870	150,143	117,550	19,592
Bookkeeping Fees	14,493	14,400	93	14,493	17,280	2,880
Employee Benefits Contributions - Admin	24,109	18,959	5,150	23,895	22,683	3,724
Office Expenses	29,340	25,999	3,340	22,666	29,667	3,668
Legal	12,425	15,000	(2,575)	18,625	17,800	2,800
Travel	470	800	(330)	807	960	160
Other	1,921	-	1,921	1,710	-	-
Tenant Services - Other	1,628	14,800	(13,172)	18,044	18,200	3,400
Water	85,943	81,000	4,943	72,163	96,300	15,300
Electricity	36,555	36,200	355	35,859	43,600	7,400
Gas	48,292	44,570	3,722	45,781	49,570	5,000
Other Utilities Expense	7,091	6,200	891	6,656	6,400	200
Ordinary Maintenance and Operations - Labor	54,372	76,248	(21,876)	74,452	90,848	14,600
Ordinary Maintenance and Operations - Material	97,067	58,200	38,867	110,742	68,050	9,850
Ordinary Maintenance and Operations - Contract	341,873	299,675	42,198	445,780	361,375	61,700
Employee Benefits Contributions - Ordinary	42,979	42,753	226	56,657	51,194	8,441
Protective Services - Other Contract Costs	1,742	2,000	(258)	1,975	2,400	400
Property Insurance	37,070	46,420	(9,350)	41,070	55,876	9,456
Liability Insurance	14,287	15,968	(1,681)	15,057	19,174	3,206
Workers Compensation	254	2,480	(2,226)	1,082	2,976	496
All Other Insurance	999	1,860	(861)	1,751	2,232	372
Other General Expenses	52,015	15,805	36,210	35,057	18,931	3,126
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,808	14,017	(2,209)	12,347	17,285	3,269
Bad debt - Tenant Rents	32,855	16,000	16,855	27,398	19,200	3,200
Interest Expense	13,337	13,327	10	14,517	15,871	2,544
Total Operating Expenses	<u>\$ 1,197,801</u>	<u>\$ 1,041,737</u>	<u>\$ 156,064</u>	<u>\$ 1,328,358</u>	<u>\$ 1,240,612</u>	<u>\$ 198,875</u>
Net Income (Loss)	<u>\$ 83,903</u>	<u>\$ 132,996</u>	<u>\$ (49,092)</u>	<u>\$ (42,519)</u>	<u>\$ 151,592</u>	<u>\$ 18,597</u>

**Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 317,971	\$ 410,130	\$ (92,159)	\$ 381,879	\$ 490,116	\$ 79,986
Tenant Revenue - Other	31,250	21,515	9,735	28,254	25,415	3,900
Total Tenant Revenue	<u>\$ 349,221</u>	<u>\$ 431,645</u>	<u>\$ (82,424)</u>	<u>\$ 410,133</u>	<u>\$ 515,531</u>	<u>\$ 83,886</u>
HUD PHA Operating Grants	948,190	909,046	39,144	966,239	1,090,856	181,809
CFP Operational Income	80,041	80,000	41	149,615	80,000	-
Fraud Recovery and Other	22,424	4,799	17,625	6,050	6,384	1,585
Total Operating Revenue	<u>\$ 1,399,875</u>	<u>\$ 1,425,490</u>	<u>\$ (25,615)</u>	<u>\$ 1,532,037</u>	<u>\$ 1,692,770</u>	<u>\$ 267,280</u>
Administrative Salaries	\$ 77,532	\$ 77,160	\$ 372	\$ 67,151	\$ 91,588	\$ 14,428
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	170,298	108,162	62,135	165,763	129,795	21,632
Bookkeeping Fees	16,187	15,900	287	16,158	19,080	3,180
Employee Benefits Contributions - Admin	30,684	24,319	6,365	26,858	28,726	4,408
Office Expenses	35,234	34,177	1,057	27,982	38,815	4,638
Legal	19,573	22,565	(2,992)	20,817	26,865	4,300
Travel	642	800	(158)	410	960	160
Other	(51)	-	(51)	544	-	-
Tenant Services - Other	5,247	17,000	(11,753)	19,617	20,600	3,600
Water	97,852	80,466	17,386	86,883	96,916	16,450
Electricity	26,315	26,932	(617)	26,167	31,882	4,950
Gas	44,275	41,065	3,210	43,005	54,065	13,000
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	75,438	83,928	(8,490)	63,035	99,518	15,590
Ordinary Maintenance and Operations - Material	61,760	63,550	(1,790)	57,910	76,100	12,550
Ordinary Maintenance and Operations - Contract	386,036	412,150	(26,114)	525,712	489,200	77,050
Employee Benefits Contributions - Ordinary	41,939	37,792	4,146	49,064	45,241	7,449
Protective Services - Other Contract Costs	2,801	3,080	(279)	3,207	3,696	616
Property Insurance	36,715	41,256	(4,541)	36,507	49,660	8,404
Liability Insurance	13,411	12,924	487	12,270	15,518	2,595
Workers Compensation	276	1,640	(1,364)	1,178	1,968	328
All Other Insurance	344	1,305	(961)	1,645	1,740	435
Other General Expenses	49,714	16,821	32,893	37,804	20,182	3,361
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	15,022	25,267	(10,245)	22,710	29,645	4,379
Bad debt - Tenant Rents	6,930	9,000	(2,070)	7,147	10,800	1,800
Interest Expense	22,229	22,212	17	24,196	26,452	4,240
Total Operating Expenses	<u>\$ 1,241,554</u>	<u>\$ 1,191,061</u>	<u>\$ 50,493</u>	<u>\$ 1,348,740</u>	<u>\$ 1,420,603</u>	<u>\$ 229,542</u>
Net Income (Loss)	<u>\$ 158,321</u>	<u>\$ 234,429</u>	<u>\$ (76,108)</u>	<u>\$ 183,297</u>	<u>\$ 272,167</u>	<u>\$ 37,738</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 246,598	\$ 292,590	\$ (45,992)	\$ 294,197	\$ 351,108	\$ 58,518
Tenant Revenue - Other	48,475	23,860	24,615	22,793	28,680	4,820
Total Tenant Revenue	<u>\$ 295,073</u>	<u>\$ 316,450</u>	<u>\$ (21,377)</u>	<u>\$ 316,990</u>	<u>\$ 379,788</u>	<u>\$ 63,338</u>
HUD PHA Operating Grants	855,904	812,665	43,239	866,818	975,198	162,533
CFP Operational Income	152,962	185,000	(32,038)	154,615	185,000	-
Fraud Recovery and Other	14,204	4,879	9,325	4,692	6,480	1,601
Total Operating Revenue	<u>\$ 1,318,143</u>	<u>\$ 1,318,994</u>	<u>\$ (851)</u>	<u>\$ 1,343,115</u>	<u>\$ 1,546,466</u>	<u>\$ 227,472</u>
Administrative Salaries	\$ 68,252	\$ 76,395	\$ (8,143)	\$ 71,370	\$ 90,487	\$ 14,092
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	162,092	103,571	58,521	156,532	124,285	20,714
Bookkeeping Fees	15,265	15,225	40	14,732	18,270	3,045
Employee Benefits Contributions - Admin	20,841	19,467	1,374	27,986	22,777	3,310
Office Expenses	27,762	29,853	(2,091)	27,059	36,155	6,302
Legal	17,054	20,000	(2,946)	21,893	24,000	4,000
Travel	64	695	(631)	66	850	155
Other	1,412	2,000	(588)	7,018	2,000	-
Tenant Services - Other	3,720	12,000	(8,280)	16,295	14,400	2,400
Water	58,219	57,000	1,219	57,673	68,400	11,400
Electricity	36,400	36,700	(300)	35,312	43,900	7,200
Gas	41,233	55,400	(14,167)	43,212	59,200	3,800
Other Utilities Expense	12,931	12,570	361	12,199	12,684	114
Ordinary Maintenance and Operations - Labor	79,995	82,285	(2,290)	91,163	97,591	15,306
Ordinary Maintenance and Operations - Material	103,220	83,600	19,620	99,527	101,300	17,700
Ordinary Maintenance and Operations - Contract	392,796	424,460	(31,664)	525,761	505,810	81,350
Employee Benefits Contributions - Ordinary	42,814	44,582	(1,768)	64,566	53,321	8,739
Protective Services - Other Contract Costs	2,655	3,000	(345)	3,085	3,600	600
Property Insurance	48,540	58,450	(9,909)	51,718	70,356	11,906
Liability Insurance	18,534	17,485	1,048	16,386	20,996	3,511
Workers Compensation	268	1,580	(1,312)	1,141	1,896	316
All Other Insurance	344	4,692	(4,348)	6,830	5,115	423
Other General Expenses	49,114	19,080	30,034	37,084	22,896	3,816
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	8,447	12,609	(4,162)	13,871	15,901	3,292
Bad debt - Tenant Rents	26,273	17,400	8,873	19,037	20,600	3,200
Interest Expense	13,130	13,120	10	14,292	15,625	2,504
Total Operating Expenses	<u>\$ 1,256,525</u>	<u>\$ 1,228,219</u>	<u>\$ 28,306</u>	<u>\$ 1,440,808</u>	<u>\$ 1,457,415</u>	<u>\$ 229,196</u>
Net Income (Loss)	<u>\$ 61,617</u>	<u>\$ 90,775</u>	<u>\$ (29,157)</u>	<u>\$ (97,693)</u>	<u>\$ 89,051</u>	<u>\$ (1,723)</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 279,197	\$ 325,230	\$ (46,033)	\$ 317,747	\$ 390,276	\$ 65,046
Tenant Revenue - Other	17,263	17,760	(497)	23,905	21,312	3,552
Total Tenant Revenue	<u>\$ 296,460</u>	<u>\$ 342,990</u>	<u>\$ (46,530)</u>	<u>\$ 341,652</u>	<u>\$ 411,588</u>	<u>\$ 68,598</u>
HUD PHA Operating Grants	605,897	516,030	89,867	550,016	619,236	103,206
CFP Operational Income	73,507	214,299	(140,792)	367,516	214,299	-
Fraud Recovery and Other	37,006	5,280	31,726	11,619	6,978	1,699
Total Operating Revenue	<u>\$ 1,012,870</u>	<u>\$ 1,078,598</u>	<u>\$ (65,728)</u>	<u>\$ 1,270,803</u>	<u>\$ 1,252,101</u>	<u>\$ 173,503</u>
Administrative Salaries	\$ 75,525	\$ 78,738	\$ (3,213)	\$ 61,232	\$ 93,170	\$ 14,432
Auditing Fees	5,150	5,000	150	-	5,000	-
Management Fees	150,181	98,469	51,713	149,276	118,162	19,694
Bookkeeping Fees	14,118	14,475	(357)	14,365	17,370	2,895
Employee Benefits Contributions - Admin	35,837	29,664	6,172	33,185	35,175	5,510
Office Expenses	36,665	24,569	12,096	27,044	29,183	4,614
Legal	14,698	25,169	(10,470)	22,545	30,202	5,034
Travel	277	-	277	(716)	-	-
Other	(422)	-	(422)	16,947	-	-
Tenant Services - Other	9,015	8,000	1,015	12,968	9,600	1,600
Water	156,092	177,350	(21,258)	168,476	212,820	35,470
Electricity	96,423	89,180	7,243	89,181	107,016	17,836
Gas	41,200	44,563	(3,363)	43,702	46,305	1,742
Other Utilities Expense	1,519	1,430	89	1,410	1,485	55
Ordinary Maintenance and Operations - Labor	89,324	83,442	5,882	104,311	99,032	15,590
Ordinary Maintenance and Operations - Material	54,411	55,590	(1,179)	61,112	66,548	10,958
Ordinary Maintenance and Operations - Contract	133,905	106,733	27,172	166,345	127,735	21,002
Employee Benefits Contributions - Ordinary	47,439	44,675	2,764	80,986	53,534	8,859
Protective Services - Other Contract Costs	1,431	1,590	(159)	2,346	1,908	318
Property Insurance	41,704	24,073	17,631	21,296	28,977	4,904
Liability Insurance	20,640	16,734	3,907	15,917	20,093	3,360
Workers Compensation	249	1,500	(1,251)	1,060	1,800	300
All Other Insurance	1,059	1,470	(411)	1,463	1,880	410
Other General Expenses	37,499	16,445	21,054	43,347	19,733	3,289
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(2,076)	914	(2,990)	1,101	1,814	900
Bad debt - Tenant Rents	6,242	5,000	1,242	5,375	6,000	1,000
Interest Expense	2,998	2,996	2	2,945	3,568	572
Total Operating Expenses	<u>\$ 1,071,102</u>	<u>\$ 957,768</u>	<u>\$ 113,334</u>	<u>\$ 1,147,219</u>	<u>\$ 1,138,110</u>	<u>\$ 180,342</u>
Net Income (Loss)	<u>\$ (58,231)</u>	<u>\$ 120,830</u>	<u>\$ (179,061)</u>	<u>\$ 123,584</u>	<u>\$ 113,990</u>	<u>\$ (6,840)</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,165,492	\$ 1,345,887	\$ (180,395)	\$ 1,298,496	\$ 1,613,024	\$ 267,137
Tenant Revenue - Other	134,070	89,385	44,685	113,276	106,907	17,522
Total Tenant Revenue	<u>\$ 1,299,562</u>	<u>\$ 1,435,272</u>	<u>\$ (135,710)</u>	<u>\$ 1,411,772</u>	<u>\$ 1,719,931</u>	<u>\$ 284,659</u>
HUD PHA Operating Grants	3,229,515	2,972,969	256,546	3,164,331	3,567,563	594,594
CFP Operational Income	381,204	569,299	(188,094)	827,064	569,299	-
Fraud Recovery and Other	102,311	20,275	82,036	28,627	26,749	6,474
Total Operating Revenue	<u>\$ 5,012,593</u>	<u>\$ 4,997,814</u>	<u>\$ 14,778</u>	<u>\$ 5,431,794</u>	<u>\$ 5,883,541</u>	<u>\$ 885,727</u>
Administrative Salaries	\$ 297,208	\$ 308,390	\$ (11,182)	\$ 274,384	\$ 365,434	\$ 57,044
Auditing Fees	20,600	20,000	600	15,000	20,000	-
Management Fees	636,399	408,160	228,239	621,714	489,792	81,632
Bookkeeping Fees	60,063	60,000	63	59,748	72,000	12,000
Employee Benefits Contributions - Administrative	111,471	92,410	19,062	111,924	109,362	16,952
Office Expenses	129,001	114,598	14,402	104,751	133,820	19,222
Legal Expense	63,750	82,734	(18,984)	83,880	98,867	16,134
Travel	1,453	2,295	(842)	567	2,770	475
Other	2,860	2,000	860	26,219	2,000	-
Tenant Services - Other	19,611	51,800	(32,190)	66,924	62,800	11,000
Water	398,106	395,816	2,290	385,195	474,436	78,620
Electricity	195,693	189,012	6,681	186,519	226,398	37,386
Gas	175,000	185,598	(10,598)	175,700	209,140	23,542
Other Utilities Expense	21,541	26,790	(5,249)	20,265	27,159	369
Ordinary Maintenance and Operations - Labor	299,129	325,903	(26,774)	332,961	386,989	61,086
Ordinary Maintenance and Operations - Material	316,457	260,940	55,517	329,291	311,998	51,058
Ordinary Maintenance and Operations - Contract	1,254,610	1,243,018	11,592	1,663,598	1,484,120	241,102
Employee Benefits Contributions - Ordinary	175,170	169,803	5,367	251,273	203,290	33,487
Protective Services - Other Contract Costs	8,629	9,670	(1,041)	10,613	11,604	1,934
Property Insurance	164,029	170,199	(6,170)	150,591	204,869	34,670
Liability Insurance	66,872	63,111	3,761	59,630	75,782	12,672
Workers Compensation	1,047	7,200	(6,153)	4,461	8,640	1,440
All Other Insurance	2,747	9,327	(6,581)	11,689	10,967	1,640
Other General Expenses	188,342	68,150	120,192	153,292	81,742	13,592
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	33,202	52,806	(19,604)	50,029	64,645	11,839
Bad debt - Tenant Rents	72,300	47,400	24,900	58,957	56,600	9,200
Interest Expense	51,694	51,655	39	55,950	61,515	9,860
Total Operating Expenses	<u>\$ 4,766,982</u>	<u>\$ 4,418,784</u>	<u>\$ 348,198</u>	<u>\$ 5,265,125</u>	<u>\$ 5,256,740</u>	<u>\$ 837,955</u>
Net Income (Loss)	<u>\$ 245,611</u>	<u>\$ 579,030</u>	<u>\$ (333,419)</u>	<u>\$ 166,669</u>	<u>\$ 626,801</u>	<u>\$ 47,772</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending April 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 800,913	\$ 797,034	\$ 3,880	\$ 789,112	\$ 911,297	\$ 114,263
Bookkeeping Fees Income	59,997	59,976	21	59,748	71,971	11,995
Fraud Recovery and Other	151,276	54,515	96,761	61,599	71,070	16,555
<b>Total Operating Revenue</b>	<b>\$ 1,012,186</b>	<b>\$ 911,525</b>	<b>\$ 100,661</b>	<b>\$ 910,459</b>	<b>\$ 1,054,338</b>	<b>\$ 142,813</b>
Administrative Salaries	\$ 119,566	\$ 197,305	\$ (77,739)	\$ 209,162	\$ 233,633	\$ 36,327
Auditing Fees	5,150	5,000	150	5,000	5,900	900
Employee Benefits Contributions - Admin	41,575	63,132	(21,557)	56,933	75,063	11,931
Office Expenses	64,080	45,709	18,370	44,601	54,801	9,092
Legal	15,836	1,725	14,111	7,281	2,300	575
Travel	6,706	10,895	(4,189)	8,317	12,480	1,585
Other	41,793	40,018	1,775	33,499	47,344	7,326
Tenant Services - Other	4,006	1,500	2,506	1,286	1,500	-
Water	1,511	1,330	181	1,299	1,596	266
Electricity	11,362	8,750	2,612	8,688	10,500	1,750
Gas	2,745	1,890	856	1,613	2,268	378
Other Utilities Expense	361	340	21	285	408	68
Ordinary Maintenance and Operations - Material	45	500	(455)	300	500	-
Ordinary Maintenance and Operations - Contract	29,885	5,195	24,690	51,835	5,899	704
Protective Services - Other Contract Costs	475	400	75	388	400	-
Property Insurance	1,846	1,600	246	1,521	1,920	320
Liability Insurance	1,016	200	816	226	240	40
Workers Compensation	1,127	1,000	127	627	1,200	200
All Other Insurance	2,077	-	2,077	24,554	-	-
Other General Expenses	227,295	190,650	36,645	98,864	227,800	37,150
Compensated Absences	-	-	-	-	-	-
Interest Expense	2,070	2,073	(3)	3,694	2,373	300
<b>Total Operating Expenses</b>	<b>\$ 580,528</b>	<b>\$ 579,212</b>	<b>\$ 1,316</b>	<b>\$ 559,973</b>	<b>\$ 688,124</b>	<b>\$ 108,912</b>
<b>Net Income (Loss)</b>	<b>\$ 431,658</b>	<b>\$ 332,313</b>	<b>\$ 99,345</b>	<b>\$ 350,486</b>	<b>\$ 366,213</b>	<b>\$ 33,901</b>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**Housing Choice Voucher**  
**For the Period Ending April 30, 2020**

	<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>
HUD PHA Operating Grants	\$ 10,582,530	\$ 9,645,400	\$ 937,130	\$ 9,423,206	\$ 11,574,480	\$ 1,929,080
Other Revenue	7,775	-	7,775	208	-	-
Fraud Recovery and Other	18,965	6,380	12,585	13,906	7,306	926
Total Operating Revenue	<u>\$ 10,609,270</u>	<u>\$ 9,651,780</u>	<u>\$ 957,490</u>	<u>\$ 9,437,320</u>	<u>\$ 11,581,786</u>	<u>\$ 1,930,006</u>
Administrative Salaries	\$ 254,519	\$ 257,353	\$ (2,834)	\$ 258,286	\$ 304,337	\$ 46,984
Auditing Fees	25,750	25,000	750	25,000	25,000	-
Management Fees	164,514	163,318	1,196	167,398	195,982	32,664
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	64,320	109,156	(44,836)	116,182	129,885	20,729
Office Expenses	137,598	128,453	9,145	113,917	147,420	18,967
Legal Expense	-	-	-	-	-	-
Travel	1,066	-	1,066	257	-	-
Other	200	52,000	(51,800)	37	64,000	12,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	17	-	-
Other Utilities Expense	322	525	(203)	560	630	105
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	42,191	2,470	39,721	39,414	2,964	-
Protective services - Other Contract Costs	209	300	(91)	259	300	-
Property Insurance	1,657	-	1,657	-	-	-
Liability Insurance	14,142	12,985	1,157	13,315	15,582	2,597
Workers Compensation	2,013	12,540	(10,527)	8,582	15,048	2,508
All Other Insurance	-	-	-	-	-	-
Other General Expenses	27,629	19,040	8,589	19,314	22,548	3,508
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	9,402,037	8,828,810	573,227	8,947,585	10,594,572	1,765,762
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 10,138,167</u>	<u>\$ 9,611,949</u>	<u>\$ 526,218</u>	<u>\$ 9,710,123</u>	<u>\$ 11,518,267</u>	<u>\$ 1,906,318</u>
Net Income (Loss)	<u>\$ 471,102</u>	<u>\$ 39,831</u>	<u>\$ 431,271</u>	<u>\$ (272,803)</u>	<u>\$ 63,519</u>	<u>\$ 23,688</u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for April 2020**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	35,491.60
1010-0000-111111 Chase Checking	(31,760.05)	472,453.29
1010-0000-112200 Accounts Receivable	8,210.75	19,573.40
1010-0000-112201 Allowance for Doubtful Accounts	(821.07)	(1,957.34)
1010-0000-112300 A/R - Due from Oliver Gardens	-	1,672.00
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	38,913.06	(40,115.60)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(4,945.08)	22,543.23
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	17,828.83
1010-3000-144000 Construction in Progress	7,287.74	170,392.80
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,742,197.46)
1010-1010-148100 Accumulated Depreciation-Build	-	(159,379.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(8,767.00)
1010-0000-150300 Deferred Outflow - MERS	-	143,287.00
<b>TOTAL ASSETS</b>	<b>16,885.35</b>	<b>3,925,783.54</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	181,088.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	(1,423.92)	323.95
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(1,108.00)	33,312.60
1010-0000-211999 Tenant Refunds	-	6,012.58
1010-0000-212000 Accrued Payroll	-	7,161.87
1010-0000-213400 Utility Accrual	-	21,658.66
1010-0000-213500 Accrued Comp Absences - Curr	-	887.35
1010-0000-213700 Payment in Lieu of Taxes	977.24	30,238.02
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(2,999.44)	339,125.38
1010-0000-260601 Note Payable - Curr - PNC	-	35,569.60
<b>TOTAL LIABILITIES</b>	<b>(4,554.12)</b>	<b>915,080.30</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	21,439.47	1,002,890.61
1010-0000-282000 Income and Expense Clearing	-	(2,126,291.57)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,719,955.13
<b>TOTAL EQUITY</b>	<b>21,439.47</b>	<b>3,010,703.24</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,885.35</b>	<b>3,925,783.54</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for April 2020**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	36,248.00
1020-0000-111111 Chase Checking	(26,746.76)	552,273.82
1020-0000-112200 Accounts Receivable	4,671.00	13,263.86
1020-0000-112201 Allowance for Doubtful Accounts	(419.90)	(1,326.39)
1020-0000-112300 A/R - Due from Oliver Gardens	-	3,278.57
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	48,134.27	(15,452.28)
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(4,992.43)	22,702.68
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	11,452.16	382,789.15
1020-0000-146000 Dwelling Structures	-	14,571,637.42
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	40,799.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,582,133.50)
1020-1020-148100 Accumulated Depreciation-Build	-	(203,490.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(77,066.00)
1020-0000-150300 Deferred Outflow - MERS	-	119,994.00
<b>TOTAL ASSETS</b>	<b>32,098.34</b>	<b>5,386,987.95</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	94,792.00
1020-0000-200300 Pension Liability	-	213,273.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	(7,057.88)	777.82
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(633.00)	37,651.00
1020-0000-211999 Tenant Refunds	(384.99)	3,856.80
1020-0000-212000 Accrued Payroll	-	8,480.83
1020-0000-213400 Utility Accrual	-	17,610.46
1020-0000-213500 Accrued Comp Absences - Curr	-	1,719.26
1020-0000-213700 Payment in Lieu of Taxes	394.38	43,203.77
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(4,999.06)	565,208.97
1020-0000-260601 Note Payable - Curr - PNC	-	59,282.67
<b>TOTAL LIABILITIES</b>	<b>(12,680.55)</b>	<b>1,055,599.07</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	44,778.89	405,571.84
1020-0000-282000 Income and Expense Clearing	-	(1,581,749.94)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,787,823.98
<b>TOTAL EQUITY</b>	<b>44,778.89</b>	<b>4,331,388.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>32,098.34</b>	<b>5,386,987.95</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for April 2020**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	37,764.00
1080-0000-111111 Chase Checking	18,298.29	583,317.22
1080-0000-112200 Accounts Receivable	7,672.30	20,052.15
1080-0000-112201 Allowance for Doubtful Accounts	(767.24)	(2,005.22)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	11,983.23	(38,106.80)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(6,404.96)	28,266.31
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	39,561.99	297,897.47
1080-0000-146000 Dwelling Structures	-	12,636,231.93
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,988,888.71)
1080-1080-148100 Accumulated Depreciation-Build	-	(165,515.00)
1080-0000-150300 Deferred Outflow - MERS	-	155,143.00
<b>TOTAL ASSETS</b>	<u><b>70,343.61</b></u>	<u><b>4,862,149.03</b></u>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	152,638.00
1080-0000-200300 Pension Liability	-	275,743.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	(1,704.29)	341.59
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	423.00	40,456.00
1080-0000-211999 Tenant Refunds	-	4,293.40
1080-0000-212000 Accrued Payroll	-	8,021.49
1080-0000-213400 Utility Accrual	-	19,823.43
1080-0000-213500 Accrued Comp Absences - Curr	-	994.71
1080-0000-213700 Payment in Lieu of Taxes	742.11	25,853.39
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(2,952.93)	333,867.63
1080-0000-260601 Note Payable - Curr - PNC	-	35,018.13
<b>TOTAL LIABILITIES</b>	<u><b>(3,492.11)</b></u>	<u><b>902,687.43</b></u>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	73,835.72	423,629.57
1080-0000-282000 Income and Expense Clearing	-	(1,661,407.63)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,192,770.66
<b>TOTAL EQUITY</b>	<u><b>73,835.72</b></u>	<u><b>3,959,461.60</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>70,343.61</b></u>	<u><b>4,862,149.03</b></u>



**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for April 2020**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	24,348.00
1090-0000-111111 Chase Checking	(45,472.45)	401,635.26
1090-0000-112200 Accounts Receivable	3,122.29	23,189.18
1090-0000-112201 Allowance for Doubtful Accounts	(312.23)	(2,318.92)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	31,468.66	(35,339.59)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(6,824.15)	29,666.72
1090-0000-140000 Land	-	180,543.00
1090-3000-144000 Construction in Progress	45,808.61	489,008.03
1090-0000-146000 Dwelling Structures	-	9,530,995.25
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,566,612.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(37,732.00)
1090-0000-150300 Deferred Outflow - MERS	-	142,995.00
<b>TOTAL ASSETS</b>	<b>27,790.73</b>	<b>3,580,787.19</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	94,299.00
1090-0000-200300 Pension Liability	-	254,153.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(6,465.82)	317.54
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	951.00	24,584.00
1090-0000-211999 Tenant Refunds	406.00	6,907.91
1090-0000-212000 Accrued Payroll	-	7,506.94
1090-0000-213400 Utility Accrual	-	48,277.38
1090-0000-213500 Accrued Comp Absences - Curr	-	2,509.20
1090-0000-213700 Payment in Lieu of Taxes	(365.39)	(7,025.07)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(674.28)	76,237.50
1090-0000-260601 Note Payable - Curr - PNC	-	7,996.27
<b>TOTAL LIABILITIES</b>	<b>(6,148.49)</b>	<b>529,982.41</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	33,939.22	338,287.24
1090-0000-282000 Income and Expense Clearing	-	(1,480,299.53)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	1,115,043.07
<b>TOTAL EQUITY</b>	<b>33,939.22</b>	<b>3,050,804.78</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>27,790.73</b>	<b>3,580,787.19</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for April 2020**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	7,222.00
5005-0000-111105 LHC-Payroll Account	(68.21)	72,659.43
5005-0000-111111 Chase Checking	107,473.40	1,131,606.74
5005-0000-112500 Accounts Receivable HUD	79,380.00	181,237.24
5005-0000-112954 Accounts Receivables-Misc	-	-
5005-1010-115700 Intercompany	(38,913.06)	40,115.60
5005-1020-115700 Intercompany	(48,134.27)	15,452.28
5005-1080-115700 Intercompany	(11,983.23)	38,106.80
5005-1090-115700 Intercompany	(31,468.66)	35,339.59
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(62,781.84)	31,237.66
5005-8002-115700 Intercompany	16,069.06	22,665.32
5005-8005-115700 Intercompany	3,246.14	(1,945.99)
5005-8010-115700 Intercompany	(10,746.96)	4,693.06
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	512.00	5,359.02
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(1,083,579.77)
5005-0000-150102 Investment in OG	-	272,984.00
5005-0000-150300 Deferred Outflow - MERS	-	100,321.00
<b>TOTAL ASSETS</b>	<b><u>2,584.37</u></b>	<b><u>3,077,144.68</u></b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	89,355.00
5005-0000-200300 Pension Liability	-	178,305.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(9,967.03)	25.00
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(255.00)	(850.00)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,156.64
5005-0000-213400 Utility Accrual	-	1,692.89
5005-0000-213500 Accrued Comp Absences - Curr	-	1,250.89
5005-0000-214000 Accrued Comp Absences - non curr	-	7,088.33
5005-0000-224000 Tenant Prepaid Rent	600.00	8,245.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,836.22)	19,423.48
5005-0000-260701 Note Payable - Curr - Davenport	-	57,631.56
<b>TOTAL LIABILITIES</b>	<b><u>(14,458.25)</u></b>	<b><u>368,323.79</u></b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	17,042.62	759,232.78
5005-0000-282000 Income and Expense Clearing	-	1,921,039.82
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b><u>17,042.62</u></b>	<b><u>2,708,820.89</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,584.37</u></b>	<b><u>3,077,144.68</u></b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for April 2020**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(28,544.30)	705,141.82
8002-0000-111111 Chase Checking	83,887.86	487,431.96
8002-0000-112200 Accounts Receivable	75.00	75.00
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	62,781.84	(31,237.66)
8002-5005-115700 Intercompany	(16,069.06)	(22,665.32)
8001-0000-121100 Prepaid Insurance	(1,656.62)	6,634.03
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	-	147,708.00
<b>TOTAL ASSETS</b>	<b>100,474.72</b>	<b>1,293,087.83</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	259,087.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	(4,816.87)	-
8002-0000-211100 Accounts Payable	(60.00)	-
8002-8002-211100 Accounts Payable	(94.00)	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	14,984.55
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	2,662.30
8001-0000-214000 Accrued Comp Absences - non curr	-	15,086.33
<b>TOTAL LIABILITIES</b>	<b>(4,970.87)</b>	<b>554,351.18</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	37,397.79	(194,519.00)
8001-0000-282000 Income and Expense Clearing	-	471,582.93
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	68,047.80	807,677.36
8002-0000-282000 Income and Expense Clearing	-	47,400,912.94
8002-8002-282000 Income and Expense Clearing	-	(47,899,152.66)
<b>TOTAL EQUITY</b>	<b>105,445.59</b>	<b>738,736.65</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>100,474.72</b>	<b>1,293,087.83</b>



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

**May 27, 2020**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**April Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

Nothing new to report for April.

**HCV Orientations:**

LHC had zero (0) orientation during the month of April 2020 and zero (0) vouchers issued. All scheduled orientations had to be cancelled due to COVID-19.

Zero (0) VASH orientation was held for the month of April 2020, and zero (0) vouchers were issued.

**Waiting List:**

We are currently on waiting list number 400 out of 650.

**Department Initiatives:**

In the HCV Program there are currently 1,760 vouchers housed in all its programs. Fifty participants are with the Shelter Plus Care Program (S+C), 75 are housed under the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,492 are housed under the Housing Choice Voucher Program.





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### Voucher Utilization

March Voucher Program Total Units	1,863
March Traditional HCV Utilization	1641
March % Utilized Units	88%

April Voucher Program Total Units	1,863
April Traditional HCV Utilization	1642
April % Utilized Units	88%

### Voucher Disbursement

HUD March HAP Disbursement	\$957,472
LHC March HAP/UAP Disbursement	\$894,433.94
% Voucher Funding Utilization	93%

HUD April HAP Disbursement	\$957,472.00
LHC April HAP/UAP Disbursement	\$896,777.00
% Voucher Funding Utilization	94%
HUD Held Reserves as of September 2018	\$897,936

### 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

#### 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. LHC reviewed 15 rent reasonable for the fiscal year 2020. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.







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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 54 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2020.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 11/01/2019. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review





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indicates there were zero (0) 24-hour deficiencies and zero (0) 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.

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of April 30, 2020, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### 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







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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 94%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.





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Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 54% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 04/30/2020





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**May 27, 2020**

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**  
**April 2020 Asset Management Monthly Report**

### **CONTACT PERSON:**

Doug Fleming  
Executive Director  
517-487-6550 Ext. 111

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of February. LHC Unit Months Leased (UML) was 792 (with units in MOD) or 95% occupancy rate. LHC maintained a 95% occupancy level, which does not meet the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 92% at the end of April. There were zero (0) households moved in, four (4) residents moved out, and zero (0) unit transfers. The UML was 186 which equals 92%. At the end of April, Mt. Vernon had a total of 40 open work orders.

**Hildebrandt Park** occupancy was 99% at the end of April. There was zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of April, Hildebrandt had a total of 51 open work orders.

**LaRoy Froh** occupancy was 96% at the end of April. There was zero (0) household moved in, one (1) residents moved out, zero (0) unit transfers. The UML was 204







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which equals 96%. At the end of April, LaRoy Froh had a total of 34 open work orders.

**South Washington Park occupancy** was 94% at the end of April. There were three (3) households moved in, two (2) resident moved out, and zero (0) unit transfer. The UML was 185 which equals 94%. At the end of April, South Washington had a total of 60 open work orders.

#### 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	186	92%	0	4	0	0
Hildebrandt	220	217	99%	0	1	0	0
LaRoy Froh	213	204	96%	0	1	0	0
S. Washington	197	185	94%	3	2	0	0
<b>Totals</b>	<b>832</b>	<b>792</b>	<b>95%</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>0</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 29,551	\$ 26,550	\$ 3,001	90%
Hildebrandt	\$ 25,272	\$ 26,550	\$ 0	122%
LaRoy Froh	\$ 24,691	\$ 28,080.70	\$ 0	113%
S. Washington	\$ 28,044	\$ 26,628	\$ 1,416	95%
<b>Totals</b>	<b>\$ 107,558</b>	<b>\$ 107,808.70</b>	<b>\$4,417</b>	<b>100%</b>





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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
1503 Robertson	3	8-5-19	240	Ready	\$1,800	Pulling from waitlist
3228 N Waverly	3	1-13-20	98	Ready	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	199	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	65	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	161	TBD	\$4,000	Vacant due to RAD
4351 Balmoral	3	2-10-20	87	4-21-20	\$4,900	Transfer pending
3336 N Waverly	4	1-6-20	115	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	59	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	59	TBD	N/A	Vacant due to RAD
1125 Glenn	3	3-16-20	59	4-30-20	\$1,000	Pulling from waitlist
3808 Wilson	1	3-23-20	45	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	45	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	37	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	30	TBD	N/A	Vacant due to RAD





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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3116-B Turner	4	1-2-20	80	3-26-20	\$1850	Processing waitlist applicants.
103-1218 High	2	3-3-20	39	2-29-20	\$1125	Processing waitlist applicants.
103-2149 Forest	2	2-5-20	60	3-6-20	\$1400	BB treatment scheduled; waitlist applicant ready.





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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-3508 Burchfield	3	11-18-19	155			11-25 unit has been cleaned out and painting has started. 12-2 scope work is next and should be started this week. 12-9 vinyl flooring in process. 12-16 scope work is underway. 12-23 pending cleaning then ready for LRF transfer over/under housed list. 12-30 cleaning completed and pending minor touch ups. 1-21 unit is ready for LRF transfer. 1-27 transfer did not accept transfer. Pending new applicant.
111-2312 Reo Rd	2	12-13-20	129			12-23 paint has been completed and pending sand/poly and scope work. 12-30 scope work still pending due to parts being needed. 1-14 minor scope work still ongoing. Estimated completion 1-17-20. 1-21 minor work still need completing. 1-27 needs to be cleaned then ready for occupancy.
111-6065 Southbrook	2	12-20-19	123			Needs touch up work for painting and needs applicant.
111-2400 Pollard	2	3-13-20	48			







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111-2424 Reo Rd	3	2-5-20	77			Completing Rehab
111-2524 Reo Rd	2	12-1-19	137			Ready waiting on applicant.
111-2334 Reo Rd	2	1-15-20	76			Ready waiting on applicant.
111-630 Armstrong	3	3-2-20	59			Completing Rehab
11-2370 Reo Rd	1	4-1-20	31			Completing Rehab







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**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 514	1	11-7-19	174	4-10-20	In house turn	Transfer
112-3200 S Washington 502	1	1-2-20	118	4-10-20	In house turn	Unit needs to be put back together.
112-3200 S Washington 535	1	1-8-20	112	4-10-20	In house turn	Had to get unit cleaned out.
112-3200 S Washington 300	1	2-4-20	85	4-1-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 515	1	1-30-20	90	4-10-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 508	1	1-30-20	90	4-10-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 113	1	1-30-20	90	4-10-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 225	1	1-28-20	92	4-10-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 325	1	2-4-20	87	4-10-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 340	1	2-6-20	83	4-10-20	In House turn	Waiting on unit to be completed
112-2328 Clifton	4	2-3-20	86	4-10-20	In House turn	Waiting on applicant
112-3200 S Washington 416	1	2-4-20	85	4-10-20	In House turn	Waiting on unit to be completed

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting May 27, 2020

Monthly Asset Management Report April 2020

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National Association of Housing & Redevelopment Officials  
169 Templar Ave. • Pinckney, MI 48169 [www.minahro.org](http://www.minahro.org)

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## COMMISSIONERS! EXECUTIVE DIRECTORS!

The Michigan Chapter holds exclusive licensing from National NAHRO to offer high-quality NAHRO professional development programs for Commissioners right here in Michigan. Commissioners can obtain the training they need to effectively discharge their responsibilities on the Board and save time without breaking the bank (and the budget) traveling to high-priced venues in other parts of the country.

*Commissioners' Fundamentals and Ethics and the Housing and Community Development Commissioner* trainings are being scheduled to take place in **Port Huron, Michigan**.

Completion of both seminars qualifies commissioners to receive certification from NAHRO, as a NAHRO Certified Commissioner (NCC). Participants may attend either seminar at a cost of \$350, or the combined seminars at a cost of \$600.

***Space is limited. Sign up soon!***

**Host: Port Huron Housing Commission**

**Dates: August 19-21, 2020**

**Cost: \$600 per person for combined training  
\$350 per person for individual seminar training  
(lunch included on Thursday and Friday)**

**Location: Hosted by: Port Huron Housing Commission  
Re-Investment Center  
3013 24<sup>th</sup> Street  
Port Huron, MI 48060**

**Accommodations:** Attendees will be responsible for their own housing arrangements. Local hotels and numbers:

**Holiday Inn Express:** 2021 Water St, Port Huron, MI 48060 PH: (810) 662-3400

**Fairfield Inn by Marriott:** 1635 Yeager St, Port Huron, MI 48060 PH: (810) 982-8500

**Please see attached for curriculum & registration information**



## **Commissioners' Fundamentals and Ethics Seminars**

*Location:*

**Port Huron Housing Commission  
Re-Investment Center  
3013 24<sup>th</sup> Street  
Port Huron, MI 48060**

*Schedule - Day One: 12:30 p.m. registration ~ 1:00 p.m.-5:00 p.m. class (Fundamentals p.m.)*

*Day Two: 8:30 a.m. – 5:00 p.m. (Fundamentals – all day)*

*Day Three: 8:30 a.m. – 4:30 p.m. (Ethics - all day)*

*(Continental breakfast and lunch included on Thursday and Friday)*

**Commissioners' Fundamentals (Half Day Wednesday and All Day Thursday):** The commissioner has many roles and responsibilities. Participants who attend this session will enhance their understanding of the commissioner's multi-faceted position as an advocate, leader, team-builder, strategist—and more. Among other topics, the course explores the intricacies of board-staff relationships and boundaries. This program provides an excellent training foundation and is designed for new, as well as seasoned commissioners who would like to update their current knowledge. (1.2 CEU)

### **Program Topics:**

- Welcome, Introductions and Expectations, Program Purpose and Objectives
- CE Instructions and Agenda Review
- Diversity in Operations: An Introduction
- Housing and Community Development and Redevelopment Programs: Historical and Current Environment Perspectives
- Board Functions and Individual Commissioner's Roles: An Overview
- Commissioner's Role, Responsibility and Relationships: Community Stakeholders
- Commissioner's Role, Responsibility and Relationships: Stewardship – the Public Trust
- Commissioner's Role, Responsibility and Relationships: Intra-Organizational Issues
- Board Composition and Dynamics: Building Productive and Effective Working Relationships
- Board Governance
- Conclusion: The End of the Beginning
- Closing Remarks
- Post-Assessment and Program Evaluation

**Ethics and the Housing and Community Development Commissioner (All Day Friday):** Ethics plays a significant role in the life of a commissioner. This seminar increases the commissioner's understanding of professional conduct guidelines, and the ability to recognize and appropriately address ethics-related issues and problems that may occur. Participants learn about industry laws and regulations that may impact ethical conduct, and how to build capacity as a board member. This course, intended for the new commissioner and a refresher for the veteran, uses practical applications and skills assessment exercises to reinforce ethical concepts. (.65 CEUs)

### **Program Topics:**

- Introduction: Global Perspectives on Ethics
- History, Laws and Regulations, Code of Professional Conduct
- Defining Ethics and Ethical Conduct
- Fiduciary Duty, Conflicts of Interest, Ethical Decision Making
- Ethical Dilemmas
- Ethical Leadership

**Registration - must be received no later than August 3, 2020**

# **Registration Form**



## **Commissioners' Fundamentals and Ethics Seminars August 19-21, 2020 Port Huron, Michigan**

### **Registration information**

Name: \_\_\_\_\_  
(as you would like it to appear on your certificate)

Agency: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_ Check Number: \_\_\_\_\_

**Checks Payable to "Michigan NAHRO"**

**Please check one:**

Commissioners' Fundamentals only: (Half day Wednesday and all day Thursday) - \$350 \_\_\_\_\_ payment enclosed

Commissioners' Ethics only: (All day Friday) - \$350 \_\_\_\_\_ payment enclosed

Combined Commissioners' Fundamentals and Ethics: \$600 \_\_\_\_\_ payment enclosed Check# \_\_\_\_\_

Remit Registration and Payment to: Cheryl Anne Farmer  
State Service Officer  
MI NAHRO  
169 Templar Ave.  
Pinckney, MI 48169

**Registrations must be received no later than August 3, 2020**