



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

Agenda
Lansing Housing Commission
August 26, 2020

Call to Order

1. Roll Call
2. Approval of Minutes of July 22, 2020

Action Items:

SWP – Roof Replacement Change Order

Informational Items:

- a. Finance Report July 2020 Steven Raiche
- b. Housing Choice Voucher July 2020
- c. Asset Management Report July 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

Discussion Items:

- a. RAD Update

Other Items:





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





Notice

Lansing Housing Commission Regular Meetings 2020

Due to the current situation around COVID, the Lansing Housing Commission will continue to conduct its Regular Board Meetings virtually. Regular Board Meetings are held on the fourth Wednesday of each month at 5:30PM ET.

Join Us For Virtual Regular Board Meetings On the Fourth Wednesday of the month @ 5:30pm ET

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/82165757256>

Telephone Dial in Option:

+1 312 6266799

OR

+1 929 2056099

Required Meeting ID:

821 6575 7256

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, 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.

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.

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 July 22, 2020

Commissioner Robinson called the meeting to order at 5:53 p.m. Mr. Fleming, called the roll.

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

STAFF:

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

Guests:

None

Commissioner Henry moved and Commissioner Sober seconded a motion to approve the minutes of the June 24, 2020 commission meeting. **The Motion was approved by all members present.**

Action Items:

Employee bonus review

- The Cares Act was designed to provide fast and direct economic assistance for American workers, families, and business to respond to the Coronavirus outbreak. Public Housing received \$645,000 from the Cares Act. HCV received \$204,000. \$280,000 has been used already for general operations, third party services (sanitizing SWP) and office activities and supplies. \$137,000 to be discussed for one-time COVID Hazard Pay Bonus and \$20,000 used to upgrade HCV office. Total funds remaining is \$431,000.
- The Hazard Bonus Pay recommended is 10% of annual wages earned. It is recommended that 80% is provided in cash and 20% provided to employees 401K.





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Commissioner Sober moved and Commissioner McKissic seconded a motion to approve Hazard Bonus Pay. **The Motion was approved by all members present.**

Informational Items:

Finance Report May 2020

Steven Raiche

- June 30th was the end of LHC's fiscal year. These numbers, once they are cleaned up and audited, will be available for a long time going forward. Line Item is the line item where COVID expenses were used for Operation ?
- A sum of money was used to put into a plan where the cash balances are used to pay for the post employee benefit plan. This is the insurance coverage used for employees after they retire. Funds were taken from HCV and each AMP to fund the retirees.
- Doug – 2 years ago the benefit program was switched so that future employees cannot enter into this retirement program.
- Plante Moran will begin the audit the first week of September. They will return the last week of September. Steve is optimistic this process will go smoothly as it has in the past.

Housing Choice Voucher May 2020

Kim Shirey provided a brief overview of the May 2020 HCV Reports.

- HCV held their first post-pandemic orientation today (7-22-20). 13 families who were supposed to be given their vouchers the week of the COVID 19 shutdown were provided vouchers. The orientation overall was extremely successful.
- Hand sanitizers, masks and social distancing were all able to be included/practiced during the orientation.
- HCV must submit a SEMAP where they rate themselves based on 15 categories. HCV will then be given a ranking. Due to COVID, HUD is carrying over the status





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from last year. This means that HCV will begin this fiscal year with high standards again.

Asset Management Report – June 2020

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 92% at the end of June. There was two (2) move-in, one (1) move out and zero (0) transfer.

The current occupancy rate is 92%. There are 14 vacancies, all scatter site units are occupied. There are 35 open work orders. Average open work orders are 40 days old.

Positive Note: Food Program and the Summer Spectacular program seems to be going well, lots of attendance from the youth.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of June. There were two (2) move-ins, two (2) move-outs and one (1) transfer.

The current occupancy rate is 98%. There are 4 vacancies. There are 49 open work orders. Average open work orders are 28 days old.

Positive Note: Youth Haven programming is getting lots of youth involved. The activities are held outside the office while practicing social distancing.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marcus Hardy, LRF had an occupancy rate of 97% at the end of June. There was three (3) move-in, zero (0) move-outs and one (1) transfers.

The current occupancy rate is 97%. There are 6 vacancies. 1 move-in ready. There are 50 open work orders.

Positive Note: Nutrition Class that began yesterday, Marcus is looking to have increased numbers for this class in the future.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 94% at the end of June. There were two (2) move-ins, two (2) move-out and zero (0) transfers.





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The current occupancy rate is 94%. There were twelve (12) vacant units, 1 is a scattered site. There are 93 open work orders.

Positive Note: Beginning 7-21-2020 there was a nutrition class and a couple of people attended the 6-week course. This is a partnership between LHC and MSU.

Discussion Items:

RAD Presentation – Sam Spadafore

- (a) PowerPoint will be provided to the Board
- (b) Sam and Katrina presented a power point discussing the following:
 - Each AMP's projected closing date
 - General contractor selection process – Oakwood Construction had the highest score and LHC will look to move forward with Oakwood Construction as the MVP General Contractor.
 - SWP Office Construction
 - RAD sign concepts
 - LHC long term financial outlook

Katrina met with the contractors who will be completing the roof work for SWP. The contractors have confirmed that this work can be expected to be completed before SWP converts to RAD.

Other Items: None





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Executive Director's Comments:

Activities

Capital Projects

- ERU (air conditioning unit) install is 30 days out at SWP – meeting today to have the electricians, plumbers, and roofers to coordinate their schedules to complete this work.

Staff Changes

- MVP Maintenance – open position
- LRF Maintenance – open position

RAD Activities

- Disposal of Scattered Sites (Section 18)
 - Quick Claim Deeds prepared and sent to the City of Lansing.
 - City Council Resolution Monday July 27th that will give LHC control of all LHC properties.
 - Indemnify agreement between LHC and COL completed – protects both groups as a result of the transfer of the property.
- Management transition committee – lead by Andrea Bailey working with Michigan Asset Group (MAG) to ensure the transition is smooth. This includes moving to a 3rd Party Management and transitioning software.
- Weekly development and architect/GC meetings.

Other Activities

- Site visits to LHC properties
- HCV program – Office re-configuration for post COVID to begin around August 1st
- Revised COVID office hours Mon, Tue, Thu, Fri 8:30 am to Noon. Wed 1 pm to 5 pm
- General Capital Visit to Review COCC and Scattered sites – A presentation within the next 60-90 days for plans for Forest, Hoyt, and Oliver Gardens. A different form of RAD may be completed at these locations.
- State of Michigan – Eviction Diversion Program – Money to assist tenants who have fallen behind in rent. 90% of the debt can be paid by this program. The last 10% can be placed in a repayment agreement over a 12-month program.





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- Mobile Farmers Market (Northwest Initiative) will visit HP and MVP effective 7-10-2020.
- Summer Spectacular – this year there will be changes due to COVID 19. Vic and Kristine are now doing a series of activities to keep the youth involved during the summer.

President's Comments: None

Public Comment: limit 3 minutes per person

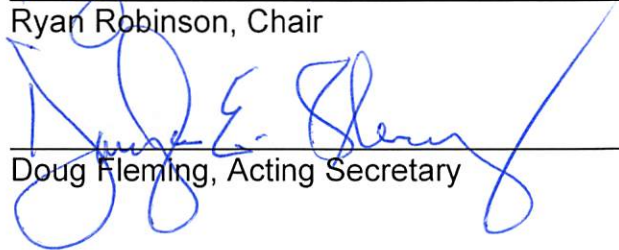
Other Business: None

Adjournment: The meeting was adjourned at 6:55 p.m.



Ryan Robinson, Chair

Date 9-10-20



Doug Fleming, Acting Secretary

Date 9-10-2020



Lansing Housing Commission
Summary Results for JULY FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	7,895	(4,631)	(7,972)	3,957	(751)	457	10,764	(27,686)
Tenant Revenue Variance	(5,406)	(9,392)	(9,654)	(1,422)	(25,874)	-	-	-
HUD Revenue Variance	6,735	5,284	6,557	6,328	24,904	202	10,220	(27,215)
Capital Fund Income	-	-	-	-	-	-	-	-
Other Income	6,565	(524)	(4,874)	(948)	219	255	544	(471)
Other	-	-	-	-	0	-	-	(0)
Budgeted Revenue	107,681	121,338	109,400	83,919	422,338	67,899	81,131	958,471
% Variance fav (unfav)	7%	-4%	-7%	5%	0%	1%	13%	-3%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(45,805)	(34,498)	(55,739)	(19,302)	(155,344)	(25,311)	(21,643)	(4,679)
Salary Expenses	1,311	(2,334)	(2,120)	2,478	(666)	138	(2,904)	-
Employee Benefit Expenses	(3,399)	(5,409)	(5,621)	(3,189)	(17,618)	(1,846)	(7,140)	-
Utilities	(2,598)	471	173	(1,977)	(3,931)	(29)	-	-
Write-offs	(2,500)	(800)	(2,200)	(750)	(6,250)	-	-	-
Legal	(1,700)	(1,720)	(2,500)	(1,375)	(7,295)	(300)	-	-
Professional Services	(660)	(1,218)	(1,115)	(861)	(3,855)	(1,269)	(941)	-
Admin Services	-	-	-	-	-	(19,256)	(953)	-
Recreation/Other Services	(1,533)	(1,933)	(1,533)	(1,000)	(5,999)	-	-	-
Insurance	(631)	(587)	(582)	(571)	(2,370)	(300)	(700)	-
Sundry/Postage/Office Supplies	625	615	(7)	(222)	1,012	(3,775)	(848)	-
Management Fee	(273)	356	146	(275)	(47)	-	307	-
HAP Expense	-	-	-	-	-	-	-	(4,679)
Inspections	75	-	(125)	-	(50)	-	(7,200)	-
Maintenance Costs	(19,645)	(12,903)	(24,100)	(8,831)	(65,479)	(452)	(281)	-
Maintenance Contract - Unit Turns	(15,000)	(6,594)	(14,000)	(3,000)	(38,594)	-	-	-
Other	123	(2,442)	(2,154)	271	(4,202)	1,778	(983)	(0)
Budgeted Expense	120,659	122,970	119,906	99,574	463,108	60,280	89,571	957,456
% Variance fav (unfav)	38%	28%	46%	19%	34%	42%	24%	0%
Curr Mo. Actual Net Income (Loss)	\$ 40,722	\$ 28,235	\$ 37,262	\$ 7,604	\$ 113,823	\$ 33,387	\$ 23,967	\$ (21,992)
YTD Actual Net Income (Loss) Net of CWIP	\$ 40,722	\$ 28,235	\$ 37,262	\$ 7,604	\$ 113,823	\$ 33,387	\$ 23,967	\$ (21,992)
Prior YR YTD Net Income (Loss)	\$ 34,973	\$ 42,685	\$ 21,684	\$ 38,204	\$ 137,547	\$ 24,731	\$ 38,928	\$ (40,195)
Cash Balance - July	\$ 639,965	\$ 692,884	\$ 737,580	\$ 666,407	\$ 2,736,836	\$ 630,348	\$ 862,795	\$ 480,304
Cash Balance - June	\$ 586,642	\$ 691,966	\$ 675,747	\$ 625,621	\$ 2,579,975	\$ 856,102	\$ 827,066	\$ 496,344
Cash Balance - May	\$ 597,499	\$ 680,537	\$ 702,593	\$ 610,595	\$ 2,591,224	\$ 1,033,707	\$ 882,228	\$ 512,590

JULY Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,754		06/20	\$ 536.53
HCV 8002 Expenses	\$ 951,709.47		05/20	\$ 549.79
Average Cost Per Voucher	<u>\$ 542.59</u>		04/20	\$ 492.69

LIPH Ratios						Prior Months	
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total		
YTD Average Number of Units Leased	187	216	205	183	791	06/20	95.9%
Number of Possible Units	202	220	213	198	833	05/20	96.0%
Year-to-Date Occupancy Rate	<u>92.6%</u>	<u>98.2%</u>	<u>96.2%</u>	<u>92.4%</u>	<u>95.0%</u>	04/20	96.0%
Average Revenue Per Occupied Unit						06/20	\$ 565.62
Total LIPH Revenue	\$ 115,575.70	\$ 116,706.79	\$ 101,428.35	\$ 87,876.36	\$ 421,587.20	05/20	\$ 504.13
Average Revenue Per Occupied Unit	<u>\$ 618.05</u>	<u>\$ 540.31</u>	<u>\$ 494.77</u>	<u>\$ 480.20</u>	<u>\$ 532.98</u>	04/20	\$ 513.42
Average Tenant Revenue Per Occupied Unit						06/20	\$ 107.06
Total Tenant Revenue	\$ 24,312.00	\$ 21,488.00	\$ 15,605.71	\$ 24,878.00	\$ 86,283.71	05/20	\$ 119.70
Average Tenant Revenue Per Occupied Unit	<u>\$ 130.01</u>	<u>\$ 99.48</u>	<u>\$ 76.13</u>	<u>\$ 135.95</u>	<u>\$ 109.08</u>	04/20	\$ 131.16
Average Cost Per Occupied Unit						06/20	\$ 574.29
YTD Average Monthly Expenses	\$ 74,853.43	\$ 88,472.04	\$ 64,166.33	\$ 80,272.07	\$ 307,763.87	05/20	\$ 577.54
Average Cost Per Occupied Unit	<u>\$ 400.29</u>	<u>\$ 409.59</u>	<u>\$ 313.01</u>	<u>\$ 438.65</u>	<u>\$ 389.08</u>	04/20	\$ 595.87

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 639,964.78	\$ 692,884.15	\$ 737,580.04	\$ 666,407.42	\$ 630,347.59	\$ 862,794.92
YTD Expenses	\$ 74,853.43	\$ 88,472.04	\$ 64,166.33	\$ 80,272.07	\$ 34,968.75	\$ 67,927.73
Number of Months	1	1	1	1	1	1
Average Monthly Expenses	\$ 74,853.43	\$ 88,472.04	\$ 64,166.33	\$ 80,272.07	\$ 34,968.75	\$ 67,927.73
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>8.55</u>	<u>7.83</u>	<u>11.49</u>	<u>8.30</u>	<u>18.03</u>	<u>12.70</u>
Prior Months						
06/20	5.16	5.73	5.66	5.95	14.23	11.20
05/20	5.12	5.63	5.84	5.85	17.91	12.21
04/20	3.94	4.45	4.64	3.75	19.49	9.58
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 July 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 24,312	\$ 29,718	\$ (5,406)	\$ 45,320	\$ 356,616	\$ 326,898
Tenant Revenue - Other	697	2,525	(1,828)	4,162	30,300	27,775
Total Tenant Revenue	<u>\$ 25,009</u>	<u>\$ 32,243</u>	<u>\$ (7,234)</u>	<u>\$ 49,482</u>	<u>\$ 386,916</u>	<u>\$ 354,673</u>
HUD PHA Operating Grants	82,058	75,323	6,735	82,054	903,876	828,553
CFP Operational Income	-	-	-	-	150,000	150,000
Fraud Recovery and Other	8,508	115	8,393	(984)	7,106	6,991
		-				
Total Operating Revenue	<u>\$ 115,576</u>	<u>\$ 107,681</u>	<u>\$ 7,895</u>	<u>\$ 130,552</u>	<u>\$ 1,447,898</u>	<u>\$ 1,340,217</u>
Administrative Salaries	\$ 10,598	\$ 10,625	\$ (27)	\$ 6,735	\$ 93,485	\$ 82,860
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	9,677	9,950	(273)	10,102	119,403	109,453
Bookkeeping Fees	1,403	1,455	(52)	1,485	17,460	16,005
Employee Benefits Contributions - Admin	1,962	3,601	(1,639)	2,048	38,203	34,602
Office Expenses	2,839	2,709	130	589	45,338	42,629
Legal	-	1,700	(1,700)	-	18,700	17,000
Travel	-	100	(100)	-	1,200	1,100
Other	-	-	-	1,100	-	-
Tenant Services - Other	-	1,533	(1,533)	5,392	18,396	16,863
Water	8,217	9,400	(1,183)	9,004	109,600	100,200
Electricity	3,997	3,700	297	3,765	44,100	40,400
Gas	1,688	3,400	(1,712)	3,022	57,900	54,500
Other Utilities Expense	-	-	-	34	7,200	7,200
Ordinary Maintenance and Operations - Labor	10,949	9,611	1,338	6,176	85,040	75,429
Ordinary Maintenance and Operations - Materials	812	7,175	(6,363)	10,548	80,000	72,825
Ordinary Maintenance and Operations - Contract	11,256	38,700	(27,444)	17,794	435,240	396,540
Employee Benefits Contributions - Ordinary	3,157	4,917	(1,760)	3,979	50,097	45,179
Protective Services - Other Contract Costs	339	300	39	-	3,200	2,900
Property Insurance	3,552	3,609	(57)	4,298	46,917	43,308
Liability Insurance	1,393	1,393	(0)	1,572	18,109	16,716
Workers Compensation	-	149	(149)	-	1,788	1,639
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	718	1,378	(660)	1,423	20,486	19,108
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,041	1,072	(31)	2,710	11,502	10,430
Bad debt - Tenant Rents	-	2,500	(2,500)	2,424	30,000	27,500
Interest Expense	1,257	1,257	-	1,378	14,389	13,132
Total Operating Expenses	<u>\$ 74,853</u>	<u>\$ 120,659</u>	<u>\$ (45,805)</u>	<u>\$ 95,579</u>	<u>\$ 1,375,116</u>	<u>\$ 1,254,458</u>
Net Income (Loss)	<u>\$ 40,722</u>	<u>\$ (12,978)</u>	<u>\$ 53,700</u>	<u>\$ 34,973</u>	<u>\$ 72,782</u>	<u>\$ 85,759</u>

**Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending July 31, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 21,488	\$ 30,880	\$ (9,392)	\$ 36,834	\$ 370,560	\$ 339,680
Tenant Revenue - Other	1,655	2,150	(495)	2,656	27,000	24,850
Total Tenant Revenue	<u>\$ 23,143</u>	<u>\$ 33,030</u>	<u>\$ (9,887)</u>	<u>\$ 39,490</u>	<u>\$ 397,560</u>	<u>\$ 364,530</u>
HUD PHA Operating Grants	93,527	88,243	5,284	93,118	1,058,916	970,673
CFP Operational Income	-	-	-	-	80,000	80,000
Fraud Recovery and Other	36	65	(29)	17	7,090	7,025
Total Operating Revenue	<u>\$ 116,707</u>	<u>\$ 121,338</u>	<u>\$ (4,631)</u>	<u>\$ 132,625</u>	<u>\$ 1,543,566</u>	<u>\$ 1,422,228</u>
Administrative Salaries	\$ 11,002	\$ 10,933	\$ 69	\$ 6,911	\$ 95,744	\$ 84,811
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	11,178	10,822	356	10,969	129,866	119,044
Bookkeeping Fees	1,620	1,583	38	1,613	18,990	17,408
Employee Benefits Contributions - Admin	1,868	3,382	(1,515)	3,315	35,508	32,126
Office Expenses	3,349	3,316	33	418	48,660	45,344
Legal	80	1,800	(1,720)	1,036	27,215	25,415
Travel	-	80	(80)	40	960	880
Other	-	-	-	(389)	300	300
Tenant Services - Other	-	1,933	(1,933)	423	23,196	21,263
Water	9,365	8,800	565	8,705	110,550	101,750
Electricity	2,431	3,000	(570)	2,416	32,720	29,720
Gas	2,096	1,620	476	1,603	57,520	55,900
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	7,984	10,387	(2,403)	8,158	91,473	81,086
Ordinary Maintenance and Operations - Material	5,315	7,200	(1,885)	4,214	81,710	74,510
Ordinary Maintenance and Operations - Contrac	21,080	39,600	(18,520)	22,226	485,750	446,150
Employee Benefits Contributions - Ordinary	2,433	6,328	(3,894)	6,041	64,887	58,559
Protective Services - Other Contract Costs	311	315	(4)	-	3,780	3,465
Property Insurance	3,634	3,634	0	3,820	47,242	43,608
Liability Insurance	1,358	1,358	0	1,273	17,654	16,296
Workers Compensation	-	162	(162)	-	1,944	1,782
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	514	1,732	(1,218)	1,196	26,439	24,707
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	760	1,666	(906)	2,273	16,017	14,351
Bad debt - Tenant Rents	-	800	(800)	1,382	9,600	8,800
Interest Expense	2,094	2,094	-	2,296	23,981	21,887
Total Operating Expenses	<u>\$ 88,472</u>	<u>\$ 122,970</u>	<u>\$ (34,498)</u>	<u>\$ 89,940</u>	<u>\$ 1,467,121</u>	<u>\$ 1,344,151</u>
Net Income (Loss)	<u>\$ 28,235</u>	<u>\$ (1,632)</u>	<u>\$ 29,866</u>	<u>\$ 42,685</u>	<u>\$ 76,445</u>	<u>\$ 78,077</u>

**Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending July 31, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 15,606	\$ 25,260	\$ (9,654)	\$ 26,744	\$ 303,120	\$ 277,860
Tenant Revenue - Other	(246)	4,520	(4,766)	11,052	54,240	49,720
Total Tenant Revenue	<u>\$ 15,360</u>	<u>\$ 29,780</u>	<u>\$ (14,420)</u>	<u>\$ 37,796</u>	<u>\$ 357,360</u>	<u>\$ 327,580</u>
HUD PHA Operating Grants	86,062	79,505	6,557	84,299	954,060	874,555
CFP Operational Income	-	-	-	-	155,000	155,000
Fraud Recovery and Other	6	115	(109)	338	7,806	7,691
Total Operating Revenue	<u>\$ 101,428</u>	<u>\$ 109,400</u>	<u>\$ (7,972)</u>	<u>\$ 122,434</u>	<u>\$ 1,474,226</u>	<u>\$ 1,364,826</u>
Administrative Salaries	\$ 9,410	\$ 10,585	\$ (1,176)	\$ 7,148	\$ 92,679	\$ 82,094
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	10,609	10,463	146	10,663	125,558	115,095
Bookkeeping Fees	1,538	1,530	8	1,545	18,360	16,830
Employee Benefits Contributions - Admin	1,917	4,482	(2,565)	1,746	46,681	42,199
Office Expenses	2,201	3,074	(873)	597	39,241	36,167
Legal	-	2,500	(2,500)	100	30,000	27,500
Travel	-	-	-	-	-	-
Other	-	500	(500)	200	6,000	5,500
Tenant Services - Other	-	1,533	(1,533)	-	18,396	16,863
Water	6,009	6,000	9	5,907	73,500	67,500
Electricity	3,637	3,800	(163)	3,545	47,600	43,800
Gas	2,578	2,200	378	2,219	40,700	38,500
Other Utilities Expense	-	50	(50)	10	13,500	13,450
Ordinary Maintenance and Operations - Labor	6,995	11,084	(4,089)	7,126	97,648	86,564
Ordinary Maintenance and Operations - Material	2,700	8,200	(5,500)	12,621	94,400	86,200
Ordinary Maintenance and Operations - Contrac	2,251	35,100	(32,849)	25,042	417,200	382,100
Employee Benefits Contributions - Ordinary	2,263	5,319	(3,056)	3,033	58,195	52,876
Protective Services - Other Contract Costs	395	300	95	-	3,600	3,300
Property Insurance	4,714	4,714	0	5,412	61,282	56,568
Liability Insurance	1,691	1,691	(0)	1,722	21,983	20,292
Workers Compensation	-	157	(157)	-	1,884	1,727
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	540	1,655	(1,115)	1,210	24,360	22,705
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	338	1,106	(768)	614	11,492	10,386
Bad debt - Tenant Rents	-	2,200	(2,200)	8,933	26,400	24,200
Interest Expense	1,237	1,237	-	1,356	14,166	12,929
Total Operating Expenses	<u>\$ 61,022</u>	<u>\$ 119,906</u>	<u>\$ (58,884)</u>	<u>\$ 100,749</u>	<u>\$ 1,392,191</u>	<u>\$ 1,272,285</u>
Net Income (Loss)	<u>\$ 40,406</u>	<u>\$ (10,506)</u>	<u>\$ 50,912</u>	<u>\$ 21,684</u>	<u>\$ 82,035</u>	<u>\$ 92,541</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending July 31, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 24,878	\$ 26,300	\$ (1,422)	\$ 30,958	\$ 315,600	\$ 289,300
Tenant Revenue - Other	786	2,040	(1,254)	1,650	24,480	22,440
Total Tenant Revenue	<u>\$ 25,664</u>	<u>\$ 28,340</u>	<u>\$ (2,676)</u>	<u>\$ 32,608</u>	<u>\$ 340,080</u>	<u>\$ 311,740</u>
HUD PHA Operating Grants	61,499	55,171	6,328	61,521	662,052	606,881
CFP Operational Income	-	-	-	-	227,623	227,623
Fraud Recovery and Other	714	408	306	19,582	11,022	10,614
Total Operating Revenue	<u>\$ 87,876</u>	<u>\$ 83,919</u>	<u>\$ 3,957</u>	<u>\$ 113,711</u>	<u>\$ 1,240,777</u>	<u>\$ 1,156,858</u>
Administrative Salaries	\$ 11,113	\$ 8,257	\$ 2,856	\$ 6,944	\$ 73,230	\$ 64,973
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	9,470	9,745	(275)	9,949	116,941	107,196
Bookkeeping Fees	1,373	1,425	(52)	1,529	17,100	15,675
Employee Benefits Contributions - Admin	3,299	3,778	(478)	3,365	41,741	37,963
Office Expenses	3,847	2,963	884	485	41,249	38,286
Legal	-	1,375	(1,375)	-	16,500	15,125
Travel	-	-	-	-	-	-
Other	-	-	-	625	-	-
Tenant Services - Other	-	1,000	(1,000)	-	12,000	11,000
Water	15,009	17,600	(2,591)	17,271	204,200	186,600
Electricity	9,433	9,000	433	8,687	118,500	109,500
Gas	1,141	900	241	1,374	47,000	46,100
Other Utilities Expense	-	60	(60)	58	1,515	1,455
Ordinary Maintenance and Operations - Labor	14,953	12,187	2,766	7,031	106,684	94,497
Ordinary Maintenance and Operations - Material	226	5,896	(5,670)	3,738	66,752	60,856
Ordinary Maintenance and Operations - Contrac	2,454	9,510	(7,056)	5,259	117,225	107,715
Employee Benefits Contributions - Ordinary	3,123	5,833	(2,710)	3,623	59,225	53,392
Protective Services - Other Contract Costs	159	170	(11)	-	2,040	1,870
Property Insurance	4,656	4,656	(0)	2,229	60,528	55,872
Liability Insurance	2,168	2,168	0	1,647	28,184	26,016
Workers Compensation	-	146	(146)	-	1,752	1,606
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	781	1,642	(861)	1,112	19,104	17,462
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(70)	(195)	125	373	(6,310)	(6,115)
Bad debt - Tenant Rents	-	750	(750)	(103)	9,000	8,250
Interest Expense	282	282	-	310	3,235	2,952
Total Operating Expenses	<u>\$ 83,416</u>	<u>\$ 99,574</u>	<u>\$ (16,157)</u>	<u>\$ 75,507</u>	<u>\$ 1,164,761</u>	<u>\$ 1,065,187</u>
Net Income (Loss)	<u>\$ 4,460</u>	<u>\$ (15,655)</u>	<u>\$ 20,115</u>	<u>\$ 38,204</u>	<u>\$ 76,016</u>	<u>\$ 91,671</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending July 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 86,284	\$ 112,158	\$ (25,874)	\$ 139,856	\$ 1,345,896	\$ 1,233,738
Tenant Revenue - Other	2,892	11,235	(8,343)	19,521	136,020	124,785
Total Tenant Revenue	<u>\$ 89,176</u>	<u>\$ 123,393</u>	<u>\$ (34,217)</u>	<u>\$ 159,376</u>	<u>\$ 1,481,916</u>	<u>\$ 1,358,523</u>
HUD PHA Operating Grants	323,146	298,242	24,904	320,992	3,578,904	3,280,662
CFP Operational Income	-	-	-	-	612,623	612,623
Fraud Recovery and Other	9,265	703	8,562	18,953	33,024	32,321
Total Operating Revenue	<u>\$ 421,587</u>	<u>\$ 422,338</u>	<u>\$ (751)</u>	<u>\$ 499,322</u>	<u>\$ 5,706,467</u>	<u>\$ 5,284,129</u>
Administrative Salaries	\$ 42,123	\$ 40,401	\$ 1,722	\$ 27,739	\$ 355,139	\$ 314,738
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	40,934	40,981	(47)	41,683	491,769	450,788
Bookkeeping Fees	5,934	5,993	(59)	6,172	71,910	65,918
Employee Benefits Contributions - Administrative	9,046	15,243	(6,197)	10,474	162,133	146,890
Office Expenses	12,236	12,062	174	2,089	174,488	162,426
Legal Expense	80	7,375	(7,295)	1,136	92,415	85,040
Travel	-	180	(180)	40	2,160	1,980
Other	-	500	(500)	1,536	6,300	5,800
Tenant Services - Other	-	5,999	(5,999)	5,815	71,988	65,989
Water	38,599	41,800	(3,201)	40,888	497,850	456,050
Electricity	19,498	19,500	(2)	18,413	242,920	223,420
Gas	7,502	8,120	(618)	8,218	203,120	195,000
Other Utilities Expense	-	110	(110)	102	30,265	30,155
Ordinary Maintenance and Operations - Labor	40,881	43,269	(2,388)	28,491	380,845	337,576
Ordinary Maintenance and Operations - Material	9,053	28,471	(19,418)	31,121	322,862	294,391
Ordinary Maintenance and Operations - Contract	37,041	122,910	(85,869)	70,322	1,455,415	1,332,505
Employee Benefits Contributions - Ordinary	10,976	22,397	(11,421)	16,676	232,404	210,007
Protective Services - Other Contract Costs	1,204	1,085	119	-	12,620	11,535
Property Insurance	16,557	16,613	(56)	15,759	215,969	199,356
Liability Insurance	6,610	6,610	(0)	6,213	85,930	79,320
Workers Compensation	-	614	(614)	-	7,368	6,754
All Other Insurance	-	1,700	(1,700)	-	6,800	5,100
Other General Expenses	2,552	6,407	(3,855)	4,941	90,389	83,982
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	2,068	3,649	(1,580)	5,970	32,701	29,052
Bad debt - Tenant Rents	-	6,250	(6,250)	12,636	75,000	68,750
Interest Expense	4,870	4,870	-	5,340	55,770	50,900
Total Operating Expenses	<u>\$ 307,764</u>	<u>\$ 463,108</u>	<u>\$ (155,344)</u>	<u>\$ 361,775</u>	<u>\$ 5,399,189</u>	<u>\$ 4,936,081</u>
Net Income (Loss)	<u>\$ 113,823</u>	<u>\$ (40,770)</u>	<u>\$ 154,593</u>	<u>\$ 137,547</u>	<u>\$ 307,278</u>	<u>\$ 348,047</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending July 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 57,467	\$ 57,207	\$ 260	\$ 59,949	\$ 931,532	\$ 874,325
Bookkeeping Fees Income	5,934	5,993	(59)	6,106	71,910	65,918
Fraud Recovery and Other	4,955	4,700	255	5,015	79,530	74,830
Total Operating Revenue	\$ 68,356	\$ 67,899	\$ 457	\$ 71,070	\$ 1,082,972	\$ 1,015,073
Administrative Salaries	\$ 16,467	\$ 16,329	\$ 138	\$ 10,565	\$ 143,359	\$ 127,030
Auditing Fees	-	-	-	-	5,665	5,665
Employee Benefits Contributions - Admin	2,470	4,315	(1,846)	1,851	45,022	40,707
Office Expenses	6,099	5,007	1,092	12,767	77,419	72,412
Legal	-	300	(300)	1,251	17,600	17,300
Travel	-	-	-	-	8,100	8,100
Other	11	5,000	(4,989)	258	30,704	25,704
Tenant Services - Other	-	-	-	4,860	-	-
Water	175	145	30	278	1,740	1,595
Electricity	1,719	1,800	(81)	1,803	14,400	12,600
Gas	72	50	22	42	2,815	2,765
Other Utilities Expense	-	-	-	29	500	500
Ordinary Maintenance and Operations - Materia	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contrac	357	509	(152)	558	6,708	6,199
Protective Services - Other Contract Costs	-	-	-	-	665	665
Property Insurance	191	191	(0)	159	2,483	2,292
Liability Insurance	113	113	(0)	-	1,469	1,356
Workers Compensation	-	300	(300)	-	3,600	3,300
All Other Insurance	-	-	-	2,388	-	-
Other General Expenses	7,161	26,086	(18,925)	9,281	313,032	286,946
Compensated Absences	-	-	-	-	-	-
Interest Expense	135	135	-	250	970	835
Total Operating Expenses	\$ 34,969	\$ 60,280	\$ (25,311)	\$ 46,339	\$ 676,251	\$ 615,971
Net Income (Loss)	\$ 33,387	\$ 7,620	\$ 25,768	\$ 24,731	\$ 406,721	\$ 399,101

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending July 31, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,021,592	\$ 1,038,587	\$ (16,995)	\$ 1,003,000	\$ 12,463,044	\$ 11,424,457
Other Revenue	7	-	7	23	-	-
Fraud Recovery and Other	1,081	1,015	66	3,763	12,180	11,165
Total Operating Revenue	<u>\$ 1,022,680</u>	<u>\$ 1,039,602</u>	<u>\$ (16,922)</u>	<u>\$ 1,006,786</u>	<u>\$ 12,475,224</u>	<u>\$ 11,435,622</u>
Administrative Salaries	\$ 36,598	\$ 39,502	\$ (2,904)	\$ 24,671	\$ 330,281	\$ 290,779
Auditing Fees	-	-	-	-	28,325	28,325
Management Fees	16,533	16,226	307	18,266	194,714	178,488
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	2,995	10,134	(7,140)	4,539	104,548	94,413
Office Expenses	9,355	12,139	(2,784)	4,752	146,630	134,491
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	7,200	(7,200)	200	60,200	53,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	115	400	400
Ordinary Maintenance and Operations - Mater	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	57	338	(281)	(124)	4,056	-
Protective services - Other Contract Costs	-	-	-	-	200	200
Property Insurance	-	-	-	-	-	-
Liability Insurance	1,657	1,657	(0)	1,273	21,541	19,884
Workers Compensation	-	700	(700)	-	8,400	7,700
All Other Insurance	-	-	-	-	-	-
Other General Expenses	734	1,675	(941)	609	27,020	25,345
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	952,777	957,456	(4,679)	953,752	11,489,472	10,532,016
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,020,705</u>	<u>\$ 1,047,027</u>	<u>\$ (26,322)</u>	<u>\$ 1,008,052</u>	<u>\$ 12,415,787</u>	<u>\$ 11,368,760</u>
Net Income (Loss)	<u>\$ 1,975</u>	<u>\$ (7,425)</u>	<u>\$ 9,400</u>	<u>\$ (1,267)</u>	<u>\$ 59,437</u>	<u>\$ 66,862</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	51,127.90	639,964.78
1010-0000-112200 Accounts Receivable	(1,924.50)	20,873.35
1010-0000-112201 Allowance for Doubtful Accounts	(36.00)	(9,383.12)
1010-0000-112220 A/R Repayment Agreement	(126.00)	340.00
1010-2010-112500 Accounts Receivable HUD	-	75.00
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	(14,660.94)	(49,421.62)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(4,945.08)	7,707.99
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	21,280.83
1010-3000-144000 Construction in Progress	-	206,225.80
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
TOTAL ASSETS	<u>29,435.38</u>	<u>4,098,860.94</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	108,652.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	1,659.94	2,375.23
1010-0000-211343 Accounts Payable Misc	(10,376.63)	-
1010-0000-211400 Tenant Security Deposits	(581.00)	32,715.60
1010-0000-211999 Tenant Refunds	-	5,897.67
1010-0000-212000 Accrued Payroll	-	7,161.87
1010-0000-213400 Utility Accrual	-	18,932.37
1010-0000-213500 Accrued Comp Absences - Curr	-	887.35
1010-0000-213700 Payment in Lieu of Taxes	1,041.01	14,114.14
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(3,030.21)	328,573.20
1010-0000-260601 Note Payable - Curr - PNC	-	37,051.98
TOTAL LIABILITIES	<u>(11,286.89)</u>	<u>816,063.70</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	40,722.27	842,414.30
1010-0000-282000 Income and Expense Clearing	-	(1,946,524.56)
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	-	1,972,758.43
TOTAL EQUITY	<u>40,722.27</u>	<u>3,282,797.24</u>
TOTAL LIABILITIES & EQUITY	<u>29,435.38</u>	<u>4,098,860.94</u>

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

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	2,877.55	692,884.15
1020-0000-112200 Accounts Receivable	(126.00)	18,033.19
1020-0000-112201 Allowance for Doubtful Accounts	(432.34)	(7,877.61)
1020-0000-112220 A/R Repayment Agreement	(95.00)	617.00
1020-2010-112500 Accounts Receivable HUD	-	56.25
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	21,286.15	(21,748.23)
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(4,992.43)	7,725.39
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	-	400,351.05
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
TOTAL ASSETS	18,517.93	5,521,458.73
LIABILITIES		
1020-0000-200000 OPEB Liability	-	56,875.00
1020-0000-200300 Pension Liability	-	213,273.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	609.12	2,769.53
1020-0000-211343 Accounts Payable Misc	(5,910.30)	-
1020-0000-211400 Tenant Security Deposits	(125.00)	38,082.00
1020-0000-211999 Tenant Refunds	-	9,565.53
1020-0000-212000 Accrued Payroll	-	8,480.83
1020-0000-213400 Utility Accrual	-	21,455.02
1020-0000-213500 Accrued Comp Absences - Curr	-	1,719.26
1020-0000-213700 Payment in Lieu of Taxes	759.71	20,736.96
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(5,050.35)	547,622.01
1020-0000-260601 Note Payable - Curr - PNC	-	61,753.30
TOTAL LIABILITIES	(9,716.82)	992,074.93
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	28,234.75	(6,771.35)
1020-0000-282000 Income and Expense Clearing	-	(1,351,228.62)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	2,167,640.77
TOTAL EQUITY	28,234.75	4,529,383.80
TOTAL LIABILITIES & EQUITY	18,517.93	5,521,458.73

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	64,391.15	737,580.04
1080-0000-112200 Accounts Receivable	4,732.00	37,410.95
1080-0000-112201 Allowance for Doubtful Accounts	(200.00)	(13,598.37)
1080-0000-112220 A/R Repayment Agreement	(622.00)	1,811.62
1080-2010-112500 Accounts Receivable HUD	-	56.25
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	(40,121.41)	(43,001.73)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(6,404.96)	9,051.43
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	-	315,459.37
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
TOTAL ASSETS	<u>21,774.78</u>	<u>5,020,055.46</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	91,582.00
1080-0000-200300 Pension Liability	-	275,743.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	287.04	836.57
1080-0000-211343 Accounts Payable Misc	(16,571.55)	-
1080-0000-211400 Tenant Security Deposits	298.00	40,620.00
1080-0000-211999 Tenant Refunds	-	7,502.75
1080-0000-212000 Accrued Payroll	-	8,021.49
1080-0000-213400 Utility Accrual	-	22,611.39
1080-0000-213500 Accrued Comp Absences - Curr	-	994.71
1080-0000-213700 Payment in Lieu of Taxes	338.26	10,292.00
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(2,983.23)	323,479.05
1080-0000-260601 Note Payable - Curr - PNC	-	36,477.53
TOTAL LIABILITIES	<u>(18,631.48)</u>	<u>823,797.15</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	40,406.26	174,647.89
1080-0000-282000 Income and Expense Clearing	-	(1,605,961.61)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,623,103.03
TOTAL EQUITY	<u>40,406.26</u>	<u>4,196,258.31</u>
TOTAL LIABILITIES & EQUITY	<u>21,774.78</u>	<u>5,020,055.46</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	39,522.88	666,407.42
1090-0000-112200 Accounts Receivable	2,706.19	29,462.55
1090-0000-112201 Allowance for Doubtful Accounts	(308.69)	(11,278.80)
1090-0000-112220 A/R Repayment Agreement	(2.21)	-
1090-2010-112500 Accounts Receivable HUD	-	75.00
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	(44,739.79)	(47,408.73)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(6,824.15)	9,194.27
1090-0000-140000 Land	-	180,543.00
1090-0000-144000 Construction in Progress	-	2,745.50
1090-3000-144000 Construction in Progress	-	611,151.03
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
TOTAL ASSETS	(9,645.77)	3,934,030.75
LIABILITIES		
1090-0000-200000 OPEB Liability	-	56,579.00
1090-0000-200300 Pension Liability	-	254,153.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(446.37)	3,656.07
1090-0000-211343 Accounts Payable Misc	(12,911.75)	-
1090-0000-211400 Tenant Security Deposits	4.00	23,088.00
1090-0000-211999 Tenant Refunds	-	9,378.96
1090-0000-212000 Accrued Payroll	-	7,506.94
1090-0000-213400 Utility Accrual	-	47,123.47
1090-0000-213500 Accrued Comp Absences - Curr	-	2,509.20
1090-0000-213700 Payment in Lieu of Taxes	(70.49)	(7,581.67)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(681.21)	73,865.29
1090-0000-260601 Note Payable - Curr - PNC	-	8,329.51
TOTAL LIABILITIES	(14,105.82)	492,826.51
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	4,460.05	56,498.49
1090-0000-282000 Income and Expense Clearing	-	-1,484,032.85
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	1,790,964.60
TOTAL EQUITY	4,460.05	3,441,204.24
TOTAL LIABILITES & EQUITY	(9,645.77)	3,934,030.75

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(100.00)	71,501.04
5005-0000-111111 Chase Checking	(154,153.67)	630,347.59
5005-0000-112500 Accounts Receivable HUD	73,840.00	548,747.99
5005-0000-112954 Accounts Receivables-Misc	(114,918.75)	(29,912.50)
5005-1010-115700 Intercompany	14,660.94	49,421.62
5005-1020-115700 Intercompany	(21,286.15)	21,748.23
5005-1080-115700 Intercompany	40,121.41	43,001.73
5005-1090-115700 Intercompany	44,739.79	47,408.73
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	22,044.47	56,341.37
5005-8002-115700 Intercompany	5,952.45	96,943.17
5005-8005-115700 Intercompany	(1,065.01)	(1,065.02)
5005-8010-115700 Intercompany	39.11	4,633.71
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	574.76	9,320.66
5005-0000-121200 Prepaid - Other	774.00	11,670.00
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	-	287,114.00
5005-0000-150300 Deferred Outflow - MERS	-	100,321.00
TOTAL ASSETS	<u><u>(88,776.65)</u></u>	<u><u>3,067,634.25</u></u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	53,613.00
5005-0000-200300 Pension Liability	-	178,305.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(5,028.78)	2,683.49
5005-0000-211343 Accounts Payable Misc	(111,014.83)	-
5005-0000-211703 Union Dues Payable	-	(255.00)
5005-0000-211704 Health Insurance WH	-	-
5005-0000-212000 Accrued Payroll	-	6,156.64
5005-0000-213400 Utility Accrual	-	1,474.63
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	(1,255.00)	4,655.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,865.29)	3,458.26
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
TOTAL LIABILITIES	<u><u>(122,163.90)</u></u>	<u><u>317,460.26</u></u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	33,387.25	360,962.25
5005-0000-282000 Income and Expense Clearing	-	2,360,663.45
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u><u>33,387.25</u></u>	<u><u>2,750,173.99</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>(88,776.65)</u></u>	<u><u>3,067,634.25</u></u>

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	35,728.83	862,794.92
8002-0000-111111 Chase Checking	(16,039.82)	480,304.01
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(22,044.47)	(56,341.37)
8002-5005-115700 Intercompany	(5,952.45)	(96,943.17)
8001-0000-121100 Prepaid Insurance	(1,656.62)	1,664.17
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
TOTAL ASSETS	(9,964.53)	1,339,186.56
LIABILITIES		
8001-0000-200000 OPEB Liability	-	155,452.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	917.47	1,334.48
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	(8,520.66)	-
8001-2010-211998 Deferred Income	(4,336.49)	172,803.11
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
TOTAL LIABILITIES	(11,939.68)	624,853.77
EQUITY		
8001-0000-280500 Unrestricted Net Assets	23,967.42	(287,929.57)
8001-0000-282000 Income and Expense Clearing	-	622,070.44
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	(21,992.27)	431,960.73
8002-0000-282000 Income and Expense Clearing	-	57,031,957.83
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	1,975.15	714,332.79
TOTAL LIABILITES & EQUITY	(9,964.53)	1,339,186.56



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

August 26, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

Nothing new to report for July.

HCV Orientations:

LHC had one (1) orientation during the month of July 2020 and eleven (11) vouchers issued. Orientations are resuming mid-August 2020.

Zero (0) VASH orientation was held for the month of July 2020, and five (5) vouchers were issued with the assistance of community partners.

Waiting List:

The last of 2018 waiting list is being processed, with the first orientation being given mid-August. HCV waiting list will reopen in August 2020.

Department Initiatives:

In the HCV Program there are currently 1,754 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 146 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,483 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1637
June % Utilized Units	87%

July Voucher Program Total Units	1,863
July Traditional HCV Utilization	1629
July % Utilized Units	87%

Voucher Disbursement

HUD June HAP Disbursement	\$930,024
LHC June HAP/UAP Disbursement	\$927,758
% Voucher Funding Utilization	99%

HUD July HAP Disbursement	\$930,024
LHC July HAP/UAP Disbursement	\$923,085
% Voucher Funding Utilization	99%
HUD Held Reserves as of August 2020	\$2,678,131

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 0 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 2021.

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





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Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were 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 July 31, 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





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Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 99%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20





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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 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.

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 07/31/2020





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August 26, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 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 95% (not including the modernization units) at the end of July. LHC Unit Months Leased (UML) was 794 (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 93% at the end of July. There was one (1) households moved in, two (2) residents moved out, and zero (0) unit transfers. The UML was 187 which equals 93%. At the end of July, Mt. Vernon had a total of 20 open work orders.

Hildebrandt Park occupancy was 98% at the end of July. There was zero (0) households moved in, zero (0) resident moved out, and one (1) unit transfers. The UML was 216 which equals 98%. At the end of July, Hildebrandt had a total of 31 open work orders.

LaRoy Froh occupancy was 97% at the end of July. There was one (1) household moved in, one (1) residents moved out, zero (0) unit transfers. The UML was 207 which equals 97%. At the end of July, LaRoy Froh had a total of 40 open work orders.





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South Washington Park occupancy was 93% at the end of July. There were zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfer. The UML was 184 which equals 93%. At the end of July, South Washington had a total of 21 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	187	93%	1	2	0	0
Hildebrandt	220	216	98%	0	0	1	0
LaRoy Froh	213	207	97%	1	1	0	0
S. Washington	197	184	93%	0	1	0	0
Totals	832	794	95%	2	4	1	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 24,557	\$ 31,899	\$ 0	130%
Hildebrandt	\$ 21,550	\$ 31,423.34	\$ 0	146%
LaRoy Froh	\$ 23,011	\$ 21,848	\$ 1,163	95%
S. Washington	\$ 25,539	\$ 24,023	\$ 1,515.50	94%
Totals	\$ 94,657	\$109,193.34	\$2,678.50	115%





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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
3228 N Waverly	3	1-13-20	212	TBD	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	287	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	155	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	221	TBD	\$4,000	Vacant due to RAD
3304 N Waverly	3	5-18-20	192	TBD	N/A	Vacant due to RAD
3260 N Waverly	3	2-10-20	177	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	205	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	149	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	149	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	135	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	135	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	137	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	137	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	11	TBD	N/A	Vacant due to RAD
3868 Wilson	1	8-3-20	11	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
103-1243 Allen	3	7-1-20	45	8-27-20	\$2750	This is a transfer, transfer date at EOM
3208-E Turner	4	8-1-20	17	9-18-20	\$700	
103-1938 Hoyt	2	6-25-20	53	9-3-20	\$3500	Took longer due to floor damages. Move in will be in early September
103-2117 Forest	2	6-15-20	63	8-27-20	\$2450	Move in scheduled at EOM





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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
111-6044 Haag	3	5-3-20	89			Completing rehab.
111-6065 Southbrook	2	12-20-19	215			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	169			Completing Rehab
111-2524 Reo Rd	2	12-1-19	229			Ready waiting on applicant.
111-6215 Grovenburg	3	3-2-20	151			Completing Rehab
11-2370 Reo Rd	1	4-1-20	123			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 211	1	3-31-20	120	7-31-20		
112-3200 S Washington 226	1	3-10-20	141	7-31-20		
112-3200 S Washington 301	1	3-15-20	137	7-31-20		
112-3200 S Washington 320	1	6-1-20	59	7-31-20		
112-2716 Fireside	4	6-1-20	59	7-31-20		
112-3200 S Washington 402	1	4-30-20	91	7-31-20		
112-3200 S Washington 409	1	4-6-20	133	7-31-20		
112-3200 S Washington 416	1	2-4-20	177	7-31-20		
112-3200 S Washington 514	1	11-7-19	266	7-31-20		
112-3200 S Washington 515	1	1-30-20	182	7-31-20		
112-3200 S Washington 524	1	5-18-20	73	7-31-20		
112-3200 S Washington 535	1	1-8-20	204	7-31-20		
112-3200 S Washington 533	1	7-20-20	11			





Lansing Housing Commission (LHC)

August Board Meeting

August 26, 2020

Agenda

1

Provide update on the RAD process for each property

2

Discuss the relocation plan and requirements

3

Highlight specific details and activities designed to support residents

LHC continues to make progress on RAD conversion at all 4 properties and is approaching significant milestones for each

HUD Initiative	Site	Develop Strategy	Conduct RIN	Portfolio Award / CHAP	Submit LIHTC App.	Conduct GIN	Receive LIHTC Decision	Close Financing	Start Construction
RAD Phase 1	1 Mount Vernon (4%)	✓	✓	✓	✓	✓	✓	Sept 30 2020	Oct 31 2020
	2 South Washington (9%)	✓	✓	✓	✓	✓	✓	Oct 31 2020	Nov 30 2020
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	✓	August 2020	Fall 2020	Winter 2021	Spring 2021
	4 LaRoy Froh (4%)	✓	✓	✓	✓	August 2020	Fall 2020	Winter 2021	Spring 2021

A relocation plan is a RAD requirement to support rights, as well as setup public housing agencies for successful conversions

Relocation Plan Overview

Relocation Plan



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Project Description

Relocation Needs Assessment

Housing Resources

Relocation Program

- 33 Pages
- 4 Main Sections that outline the RAD and rehabilitation process related to relocation
- Attachments with resident rights, FAQs, and other communications
- Additional figures, facts, and relevant data

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Relocation Plan Details

Purpose

- Inform residents of the project and impact on their lives
- Document information for plan execution and future reference
- Satisfy HUD requirements for RAD conversion

Availability

- Provide to HUD for approval during RAD conversion process
- Post on LHC website
- Review relevant parts with tenants during meetings

As outlined in the relocation plan, residents can expect significant support from the LHC team in a number of critical areas

Relocation Plan Support

Communications

- LHC will conduct formal 1:1 meetings (via zoom/phone) and written communications
- LHC teams are available for informal meetings and questions throughout the process
- Quarterly newsletters with general RAD updates are provided to residents

Moving Locations

- Goal is to not have anyone move offsite during the rehabilitation
- Goal is to have most residents move only 1 time

Moving Logistics

- Moving services are provided to residents
- Licensed moving company will move resident's belonging from one unit to another
- Packing services and supplies are available to residents upon request

Unit Utilities and Services

- LHC teams will work with residents to support the transition of utilities and services

Right Size Units

- LHC will work with residents to ensure families are in right sized homes

LHC team will use the relocation plan to guide residents through a process for residents leverage resources and minimize disruptions

Pre-close

Individual Resident RAD Meetings

- Conduct 1:1 meetings with residents to identify housing needs

Post Close

Block Move Schedule Estimates

- Receive schedule for block unit moves based on address
- Understand the initial schedule are based on estimates only and intended to give residents an idea of move timelines but not exact dates

30 Days Prior to Move

Latest move date information and additional instructions

- Receive communication with move date updates and instructions related to moving services
- Receive new address information

14 Days Prior to Move

Final move date, new address, and pack/move instructions

- Receive communication with move date updates and instructions related to moving services
- Schedule utility and other service providers (as needed) and address information

7 Days Prior to Move

Verbal Check-in

- Conduct conversation with resident to address any final question

Move Date

Move to New Unit

- Execute move to new unit with the moving services identified in the needs assessment
- Confirm utilities and other services are setup properly and running as expected

While planning and goals are great for preparation, projects of this do not come without potential challenges

<u>Challenge</u>	<u>Description</u>	<u>Mitigation</u>
4 and 5 Bedroom Units	<ul style="list-style-type: none"> Minimal number and turnover of 4 and 5 bedroom units Difficult to have enough vacancies to move families in 4 and 5 bedroom units to vacant one Result might be an offsite move or multiple on-site moves 	<ul style="list-style-type: none"> Identifying potential scattered sites with 4 and 5 bedrooms as temporary locations Investigating other alternatives (i.e. hotels)
Utility Bills	<ul style="list-style-type: none"> Significant outstanding utility bill balances could create problems when moving service to new address 	<ul style="list-style-type: none"> Communicating with residents to stay current and/or catch up on these bills Organizing conversations with organizations who can aide in situations where significant outstanding balances may exist
Bugs	<ul style="list-style-type: none"> Residents have concerns moving to a new unit because of bugs at multiple locations These concerns should be offset prior to unit construction dates and moves 	<ul style="list-style-type: none"> Working with Rose to create a schedule for evaluating and treating units prior to unit construction dates