



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

Agenda
Lansing Housing Commission
July 22, 2020

Call to Order

1. Roll Call
2. Approval of Minutes of June 24, 2020

Action Items:

Employee bonus review

Informational Items:

- a. Finance Report June 2020 Steven Raiche
- b. Housing Choice Voucher June 2020
- c. Asset Management Report June 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 June 24, 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 and Michael McKissic absent.

STAFF:

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

Guests:

None

Commissioner Henry moved and Commissioner Hall seconded a motion to approve the minutes of the May 27, 2020 commission meeting. **The Motion was approved by all members present.**

Action Items:

Resolution 1319 – Approval of Lansing Housing commission 2021 Operating Budget

- a. Because of the impending RAD conversion, these budgets are the last we may have for LIPH. MVP will only operate under this budget for about 2 months.
- b. Dickey May is working on 5-year budgets based on operating in the new environment. There may be a presentation in July on what we expect the budget to look like 5 years from now.
- c. Sam Spadafore – see budget presentation attached.

Commissioner Hall moved and Commissioner Robinson seconded a motion to approve Resolution 1319. **The Motion was approved by all members present.**





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Informational Items:

Finance Report May 2020

Steven Raiche

Our numbers are positive and in line. We are starting to see the benefits of a long-term plan. Maintenance cost are down, occupancy is high. This translates to positive amounts of reported financial information. We are working diligently to wrap up the fiscal year that ends June 30th.

Housing Choice Voucher May 2020

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

- Cleared out the waiting list. 249 offer letters were sent to applicants. 88 were returned. This list is about 18 months old, so this is not uncommon. Staff are working diligently to get these applications processed and to have the first orientation by middle to late July. This is dependent on when the COVID set up can be completed (new office with COVID guidelines applied). Kim joined a committee with Holy Cross last week to help tenants with Affordable Housing who need assistance with their balances after 3-1-2020.
- Holy Cross and the City of Lansing received money to help residents in Public Housing and Affordable Housing who are behind in rent.

Asset Management Report – May 2020

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

The current occupancy rate is 92%. There are 16 vacancies, three (3) market ready. Vacancies will continue to increase due to RAD and no longer moving in any new residents onsite. There are 35 open work orders.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 99% at the end of May There were zero (0) move-ins, one (1) move-outs and zero (0) transfer.





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The current occupancy rate is 99%. There are 2 vacancies. There are 57 open work orders.

Positive Note: Summer Spectacular is beginning we have youth in the community who are excited and have already signed up.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marcus Hardy, LRF had an occupancy rate of 96% at the end of May. There was zero (0) move-in, one (1) move-outs and zero (0) transfers.

The current occupancy rate is 96%. There are 7 vacancies. 1 move-in ready. There were 35 open work orders. Processing applicants to get them approved.

Positive Note: Capital Needs Assessment completed next week.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 94% at the end of May. There were zero (0) move-ins, one (1) move-out and zero (0) transfers.

The current occupancy rate is 94%. There were twelve (12) vacant units, 1 is a scattered site. There are 50 open work orders.

Positive Note: New AC units have begun to be installed in all units; these are now free of charge instead of charging residents as in the past.

Discussion Items:

RAD Presentation – Sam Spadafore

- (a) PowerPoint will be provided to the Board
- (b) MVP closing date is approaching, 65 days
- (c) SWP closing date is approaching, 30 days
- (d) HP and LRF closing date will be Spring 2021

Other Items: None





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Executive Director's Comments:

Activities

Capital Projects

- SWP Roof RFP and General contractor RFP are both due tomorrow.
- Thermostats in the units are being finalized.
- All residents will have AC within the next 5-6 days.

Staff Changes

- MVP Maintenance – open (MVP staff will be transferred to HP for the new fiscal year)
- LRF Maintenance – open position

RAD Activities

- Disposal of Scattered Sites (Section 18)
 - Ordinance amendments approved by City of Lansing on 5-18-20,
 - Quick Claim Deeds prepared – working on this resolution with the City Legal Counsel.
- EPC contract buyout \$1.2 Million
- Name change for Mt Vernon will be in place. Right now, "Waverly Place" is the placeholder name.

Other Activities

- Revised Website – Phase II
- Kristine Ranger is working with the AMP managers on change sessions as the managers are going through a lot of changes.
- HCV program – Office re-configuration for COVID 19.
- CARES ACT funding – Funding provided for PH/HCV.
- COCC Roof repair
- Gardens at AMPS – MVP and SWP Kristine Ranger is working with amps for their gardens.
- 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.





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- Kristine Ranger and Emma Henry worked together to help provide tools for residents to complete home projects and garden projects.
- RAD voucher training for HCV and AMPs.

President's Comments:

Commissioner Robinson continues to be impressed with the process and the work of the staff.

Public Comment: limit 3 minutes per person

Other Business: None

Adjournment: The meeting was adjourned at 6:44 p.m.

Ryan Robinson, Chair

Date 9-10-20

Doug Fleming, Acting Secretary

Date 9-10-2020



Lansing Housing Commission
Summary Results for JUNE FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	68,799	47,032	52,232	91,891	259,954	9,395	22,332	47,828
Tenant Revenue Variance	(8,375)	(19,360)	(9,249)	(11,044)	(48,028)	-	-	-
HUD Revenue Variance	70,426	58,851	55,267	94,566	279,110	25	22,375	47,360
Capital Fund Income	8,553	8,553	8,553	8,553	34,213	-	-	-
Other Income	(1,806)	(1,012)	(2,340)	(183)	(5,341)	9,370	(43)	468
Other	0	(0)	-	0	0	-	(0)	0
Budgeted Revenue	109,517	134,422	114,478	87,555	445,971	74,939	82,172	882,894
% Variance fav (unfav)	63%	35%	46%	105%	58%	13%	27%	5%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(18,178)	7,220	(5,135)	23,534	7,442	29,870	21,995	63,559
Salary Expenses	41	(3,992)	(3,469)	(152)	(7,572)	(7,574)	(1,201)	-
Employee Benefit Expenses	1,406	742	(12)	2,383	4,521	(2,245)	(4,322)	-
Utilities	(1,554)	6,535	6,103	(490)	10,594	329	302	-
Write-offs	(367)	1,332	(1,957)	(2,113)	(3,105)	-	-	-
Legal	(1,400)	(2,300)	(1,284)	(2,417)	(7,401)	(575)	-	-
Professional Services	10,581	10,189	8,743	8,798	38,311	34,250	3,322	-
Recreation/Other Services	(1,300)	(650)	(400)	800	(1,550)	-	-	-
Insurance	(994)	(314)	(1,113)	2,862	441	378	3,623	-
Sundry/Postage/Office Supplies	0	1,032	(845)	(111)	76	(300)	1,340	-
Management Fee	(256)	263	157	(307)	(143)	-	201	-
HAP Expense					-		-	63,559
Inspections	75	-	75	395	545	-	(5,526)	-
Maintenance Costs	(11,968)	(3,685)	1,831	10,135	(3,687)	(125)	(190)	-
Maintenance Contract - Unit Turns	(13,600)	153	(13,485)	310	(26,622)	-	-	-
Other	1,158	(2,085)	520	3,441	3,034	5,732	24,445	-
Budgeted Expense	100,849	113,148	114,027	88,548	416,572	56,850	68,768	882,881
% Variance fav (unfav)	18%	-6%	5%	-27%	-2%	-53%	-32%	-7%
Curr Mo. Actual Net Income (Loss)	\$ 95,645	\$ 61,084	\$ 57,817	\$ 67,365	\$ 281,911	\$ (2,386)	\$ 13,741	\$ (15,718)
YTD Actual Net Income (Loss) Net of CWIP	\$ 286,683	\$ 325,073	\$ 268,352	\$ 224,671	\$ 1,104,780	\$ 443,246	\$ 155,274	\$ 294,236
Prior YR YTD Net Income (Loss)	\$ (63,621)	\$ 129,654	\$ (209,689)	\$ 118,559	\$ (25,097)	\$ 362,916	\$ 79,868	\$ (203,735)
Cash Balance - May	\$ 586,642	\$ 691,966	\$ 675,747	\$ 625,621	\$ 2,579,975	\$ 856,102	\$ 827,066	\$ 496,344
Cash Balance - April	\$ 597,499	\$ 680,537	\$ 702,593	\$ 610,595	\$ 2,591,224	\$ 1,033,707	\$ 882,228	\$ 512,590
Cash Balance - March	\$ 472,453	\$ 552,274	\$ 583,317	\$ 401,635	\$ 2,009,680	\$ 1,131,607	\$ 705,142	\$ 487,432

Lansing Housing Commission
Summary Results YTD for JUNE FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	182,228	5,102	92,264	172,589	452,182	17,831	46,429	1,016,691
Tenant Revenue Variance	(11,731)	(130,716)	(60,896)	(62,890)	(266,233)	-	-	-
HUD Revenue Variance	156,523	95,333	96,745	183,001	531,601	3,588	42,740	1,005,772
Capital Fund Income	30,343	30,811	30,629	30,238	122,022	-	-	-
Other Income	7,093	9,674	25,786	22,239	64,792	14,243	3,689	10,919
Other	(0)	-	-	-	-	-	-	0
Budgeted Revenue	1,446,941	1,752,384	1,604,183	1,305,753	6,109,261	1,054,338	987,214	10,594,728
% Variance fav (unfav)	13%	0%	6%	13%	7%	2%	5%	10%
EXPENSES:								
Total Expense Variance Unfav (Fav)	69,884	(31,272)	(83,675)	68,944	23,881	33,619	(37,901)	722,611
Salary Expenses	(20,979)	(14,843)	(18,713)	2,741	(51,794)	(92,753)	(5,265)	-
Employee Benefit Expenses	7,350	11,721	(787)	13,023	31,307	(22,862)	(53,457)	-
Utilities	11,691	21,650	(3,333)	(15,067)	14,940	2,998	100	-
Write-offs	13,554	(2,088)	2,155	(1,252)	12,369	-	-	-
Legal	(4,316)	(6,344)	(5,952)	(14,738)	(31,350)	15,074	-	-
Professional Services	2,312	(2,709)	(7,255)	(3,517)	(11,170)	28,571	11,462	-
Admin Services	12,000	12,000	12,000		36,000	76,172	-	-
Management Improvement	30,343	30,811	30,629	30,238	122,022	-	-	-
Insurance	(12,432)	(2,863)	(12,594)	29,779	1,891	8,168	(4,986)	-
Sundry/Postage/Office Supplies	1,950	(10,017)	(2,201)	2,445	(7,822)	16,163	12,705	-
Management Fee	622	3,047	1,118	(2,553)	2,234	-	1,236	-
HAP Expense					-	-	-	722,611
Pilot	(4,212)	(14,617)	(5,947)	(4,376)	(29,152)	-	-	-
Inspections	3,043	640	10,063	5,370	19,116	2,887	(23,102)	-
Maintenance Costs	90,635	2,211	13,267	15,712	121,825	20,799	3	-
Maintenance Contract - Unit Turns	(51,733)	(58,361)	(80,419)	1,095	(189,419)	-	-	-
Other	(9,943)	(1,511)	(15,706)	10,045	(17,116)	(21,596)	23,404	-
Budgeted Expense	1,295,348	1,480,216	1,515,130	1,191,763	5,482,457	688,124	923,695	10,594,572
% Variance fav (unfav)	-5%	2%	6%	-6%	0%	-5%	4%	-7%
YTD Actual Net Income (Loss) Net of CWIP	\$ 286,683	\$ 325,073	\$ 268,352	\$ 224,671	\$ 1,104,780	\$ 443,246	\$ 155,274	\$ 294,236
YTD Budgeted Net Income (Loss)	\$ 151,593	\$ 272,168	\$ 89,053	\$ 113,991	\$ 626,804	\$ 366,213	\$ 63,519	\$ 156
Prior YR YTD Net Income (Loss)	\$ (63,621)	\$ 129,654	\$ (209,689)	\$ 118,559	\$ (25,097)	\$ 362,916	\$ 79,868	\$ (203,735)
Additional Income -								
- Accounting Adjustments	22,747	16,531	3,361	7,036	49,675	92,821	7,425	64,610
- COVID 19 Funding	62,074	56,411	50,655	84,853	253,993			

JUNE Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,762		05/20	\$ 549.79
HCV 8002 Expenses	\$ 945,360.82		04/20	\$ 492.69
Average Cost Per Voucher	<u>\$ 536.53</u>		03/20	\$ 531.81

LIPH Ratios						Prior Months	
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total		
YTD Average Number of Units Leased	192	216	203	188	799	05/20	96.0%
Number of Possible Units	202	220	213	198	833	04/20	96.0%
Year-to-Date Occupancy Rate	<u>95.0%</u>	<u>98.2%</u>	<u>95.3%</u>	<u>94.9%</u>	<u>95.9%</u>	03/20	95.6%
Average Revenue Per Occupied Unit						05/20	\$ 504.13
Total LIPH Revenue	\$ 116,242.32	\$ 125,042.23	\$ 116,054.07	\$ 94,592.99	\$ 451,931.61	04/20	\$ 513.42
Average Revenue Per Occupied Unit	<u>\$ 605.43</u>	<u>\$ 578.90</u>	<u>\$ 571.69</u>	<u>\$ 503.15</u>	<u>\$ 565.62</u>	03/20	\$ 531.75
Average Tenant Revenue Per Occupied Unit						05/20	\$ 119.70
Total Tenant Revenue	\$ 23,419.00	\$ 20,633.00	\$ 20,010.00	\$ 21,479.00	\$ 85,541.00	04/20	\$ 131.16
Average Tenant Revenue Per Occupied Unit	<u>\$ 121.97</u>	<u>\$ 95.52</u>	<u>\$ 98.57</u>	<u>\$ 114.25</u>	<u>\$ 107.06</u>	03/20	\$ 140.55
Average Cost Per Occupied Unit						05/20	\$ 577.54
YTD Average Monthly Expenses	\$ 113,769.35	\$ 120,745.31	\$ 119,287.92	\$ 105,058.94	\$ 458,861.51	04/20	\$ 595.87
Average Cost Per Occupied Unit	<u>\$ 592.55</u>	<u>\$ 559.01</u>	<u>\$ 587.63</u>	<u>\$ 558.82</u>	<u>\$ 574.29</u>	03/20	\$ 617.83

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 586,641.88	\$ 691,965.60	\$ 675,746.89	\$ 625,620.54	\$ 856,102.30	\$ 827,066.09
YTD Expenses	\$ 1,365,232.14	\$ 1,448,943.74	\$ 1,431,455.03	\$ 1,260,707.24	\$ 721,743.68	\$ 885,794.08
Number of Months	12	12	12	12	12	12
Average Monthly Expenses	\$ 113,769.35	\$ 120,745.31	\$ 119,287.92	\$ 105,058.94	\$ 60,145.31	\$ 73,816.17
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>5.16</u>	<u>5.73</u>	<u>5.66</u>	<u>5.95</u>	<u>14.23</u>	<u>11.20</u>
Prior Months						
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
03/20	4.10	4.49	4.29	4.13	17.45	9.73
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 June 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 369,793	\$ 381,524	\$ (11,731)	\$ 381,524	\$ 381,524	\$ -
Tenant Revenue - Other	37,914	31,500	6,414	47,688	31,500	-
Total Tenant Revenue	<u>\$ 407,707</u>	<u>\$ 413,024</u>	<u>\$ (5,317)</u>	<u>\$ 429,212</u>	<u>\$ 413,024</u>	<u>\$ -</u>
HUD PHA Operating Grants	976,722	882,273	94,449	925,670	882,273	-
CFP Operational Income	175,079	90,000	85,079	162,147	90,000	-
Fraud Recovery and Other	30,333	6,908	23,425	22,794	6,908	-
		-				
Total Operating Revenue	<u>\$ 1,589,842</u>	<u>\$ 1,392,205</u>	<u>\$ 197,637</u>	<u>\$ 1,539,823</u>	<u>\$ 1,392,205</u>	<u>\$ -</u>
Administrative Salaries	\$ 68,834	\$ 90,189	\$ (21,355)	\$ 86,536	\$ 90,189	\$ -
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	172,908	117,550	55,358	170,092	117,550	-
Bookkeeping Fees	17,283	17,280	3	17,426	17,280	-
Employee Benefits Contributions - Admin	21,430	22,683	(1,253)	28,161	22,683	-
Office Expenses	35,225	29,667	5,558	31,966	29,667	-
Legal	13,484	17,800	(4,316)	21,112	17,800	-
Travel	470	960	(490)	1,115	960	-
Other	2,003	-	2,003	(8,017)	-	-
Tenant Services - Other	2,328	18,200	(15,872)	19,728	18,200	-
Water	100,172	96,300	3,872	79,035	96,300	-
Electricity	43,664	43,600	64	39,901	43,600	-
Gas	59,472	49,570	9,902	57,114	49,570	-
Other Utilities Expense	7,134	6,400	734	8,202	6,400	-
Ordinary Maintenance and Operations - Labor	49,168	90,848	(41,680)	90,359	90,848	-
Ordinary Maintenance and Operations - Material	102,391	68,050	34,341	150,954	68,050	-
Ordinary Maintenance and Operations - Contract	370,907	361,375	9,532	548,665	361,375	-
Employee Benefits Contributions - Ordinary	39,854	51,194	(11,339)	64,756	51,194	-
Protective Services - Other Contract Costs	1,935	2,400	(465)	2,556	2,400	-
Property Insurance	44,259	55,876	(11,617)	49,666	55,876	-
Liability Insurance	17,073	19,174	(2,101)	18,201	19,174	-
Workers Compensation	823	2,976	(2,153)	1,021	2,976	-
All Other Insurance	1,170	2,232	(1,062)	2,424	2,232	-
Other General Expenses	67,284	18,931	48,353	46,923	18,931	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	13,073	17,285	(4,212)	17,082	17,285	-
Bad debt - Tenant Rents	32,754	19,200	13,554	34,654	19,200	-
Interest Expense	15,871	15,871	0	17,293	15,871	-
Total Operating Expenses	<u>\$ 1,306,121</u>	<u>\$ 1,240,612</u>	<u>\$ 65,509</u>	<u>\$ 1,601,925</u>	<u>\$ 1,240,612</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 283,721</u>	<u>\$ 151,592</u>	<u>\$ 132,128</u>	<u>\$ (62,102)</u>	<u>\$ 151,592</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 359,400	\$ 490,116	\$ (130,716)	\$ 464,847	\$ 490,116	\$ -
Tenant Revenue - Other	33,957	25,415	8,542	33,494	25,415	-
Total Tenant Revenue	<u>\$ 393,357</u>	<u>\$ 515,531</u>	<u>\$ (122,174)</u>	<u>\$ 498,341</u>	<u>\$ 515,531</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,129,777	1,090,856	38,922	1,128,998	1,090,856	-
CFP Operational Income	170,425	80,000	90,425	156,444	80,000	-
Fraud Recovery and Other	24,047	6,384	17,663	17,933	6,384	-
Total Operating Revenue	<u>\$ 1,717,606</u>	<u>\$ 1,692,770</u>	<u>\$ 24,836</u>	<u>\$ 1,801,716</u>	<u>\$ 1,692,770</u>	<u>\$ -</u>
Administrative Salaries	\$ 70,198	\$ 91,588	\$ (21,390)	\$ 82,733	\$ 91,588	\$ -
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	192,456	129,795	62,661	187,905	129,795	-
Bookkeeping Fees	19,427	19,080	347	19,414	19,080	-
Employee Benefits Contributions - Admin	28,043	28,726	(684)	34,928	28,726	-
Office Expenses	44,669	38,815	5,854	36,557	38,815	-
Legal	20,521	26,865	(6,344)	23,862	26,865	-
Travel	642	960	(318)	576	960	-
Other	(53)	-	(53)	(1,216)	-	-
Tenant Services - Other	6,897	20,600	(13,703)	22,498	20,600	-
Water	119,278	96,916	22,362	112,966	96,916	-
Electricity	31,630	31,882	(252)	34,713	31,882	-
Gas	57,123	54,065	3,058	52,951	54,065	-
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	68,652	99,518	(30,866)	78,016	99,518	-
Ordinary Maintenance and Operations - Material	68,559	76,100	(7,541)	74,851	76,100	-
Ordinary Maintenance and Operations - Contract	441,026	489,200	(48,174)	674,662	489,200	-
Employee Benefits Contributions - Ordinary	38,705	45,241	(6,536)	55,446	45,241	-
Protective Services - Other Contract Costs	3,112	3,696	(584)	4,435	3,696	-
Property Insurance	43,983	49,660	(5,677)	44,148	49,660	-
Liability Insurance	16,127	15,518	609	14,815	15,518	-
Workers Compensation	897	1,968	(1,071)	1,112	1,968	-
All Other Insurance	516	1,740	(1,224)	2,076	1,740	-
Other General Expenses	64,784	20,182	44,602	48,774	20,182	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	15,028	29,645	(14,617)	26,465	29,645	-
Bad debt - Tenant Rents	8,712	10,800	(2,088)	8,314	10,800	-
Interest Expense	26,452	26,452	0	28,821	26,452	-
Total Operating Expenses	<u>\$ 1,392,532</u>	<u>\$ 1,420,603</u>	<u>\$ (28,070)</u>	<u>\$ 1,674,822</u>	<u>\$ 1,420,603</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 325,073</u>	<u>\$ 272,167</u>	<u>\$ 52,906</u>	<u>\$ 126,894</u>	<u>\$ 272,167</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 290,212	\$ 351,108	\$ (60,896)	\$ 346,541	\$ 351,108	\$ -
Tenant Revenue - Other	48,459	28,680	19,779	29,378	28,680	-
Total Tenant Revenue	<u>\$ 338,671</u>	<u>\$ 379,788</u>	<u>\$ (41,117)</u>	<u>\$ 375,919</u>	<u>\$ 379,788</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,021,288	975,198	46,090	1,014,432	975,198	-
CFP Operational Income	273,346	185,000	88,346	161,444	185,000	-
Fraud Recovery and Other	15,847	6,480	9,368	27,884	6,480	-
Total Operating Revenue	<u>\$ 1,649,152</u>	<u>\$ 1,546,466</u>	<u>\$ 102,686</u>	<u>\$ 1,579,679</u>	<u>\$ 1,546,466</u>	<u>\$ -</u>
Administrative Salaries	\$ 62,143	\$ 90,487	\$ (28,344)	\$ 84,566	\$ 90,487	\$ -
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	183,120	124,285	58,835	178,725	124,285	-
Bookkeeping Fees	18,341	18,270	71	17,793	18,270	-
Employee Benefits Contributions - Admin	18,942	22,777	(3,835)	31,142	22,777	-
Office Expenses	33,355	36,155	(2,800)	37,497	36,155	-
Legal	18,048	24,000	(5,952)	26,508	24,000	-
Travel	64	850	(786)	66	850	-
Other	1,815	2,000	(185)	7,145	2,000	-
Tenant Services - Other	4,920	14,400	(9,480)	17,695	14,400	-
Water	71,919	68,400	3,519	68,256	68,400	-
Electricity	43,984	43,900	84	42,504	43,900	-
Gas	52,017	59,200	(7,183)	52,846	59,200	-
Other Utilities Expense	12,931	12,684	247	12,340	12,684	-
Ordinary Maintenance and Operations - Labor	74,149	97,591	(23,442)	99,616	97,591	-
Ordinary Maintenance and Operations - Material	107,325	101,300	6,025	134,323	101,300	-
Ordinary Maintenance and Operations - Contract	438,815	505,810	(66,995)	702,231	505,810	-
Employee Benefits Contributions - Ordinary	38,843	53,321	(14,478)	69,428	53,321	-
Protective Services - Other Contract Costs	2,950	3,600	(650)	3,970	3,600	-
Property Insurance	57,969	70,356	(12,387)	62,543	70,356	-
Liability Insurance	21,915	20,996	918	19,829	20,996	-
Workers Compensation	868	1,896	(1,028)	1,076	1,896	-
All Other Insurance	516	5,115	(4,599)	12,268	5,115	-
Other General Expenses	62,770	22,896	39,874	47,918	22,896	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	9,954	15,901	(5,947)	16,242	15,901	-
Bad debt - Tenant Rents	22,755	20,600	2,155	20,517	20,600	-
Interest Expense	15,625	15,625	0	17,025	15,625	-
Total Operating Expenses	<u>\$ 1,381,203</u>	<u>\$ 1,457,415</u>	<u>\$ (76,212)</u>	<u>\$ 1,789,069</u>	<u>\$ 1,457,415</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 267,949</u>	<u>\$ 89,051</u>	<u>\$ 178,898</u>	<u>\$ (209,390)</u>	<u>\$ 89,051</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 327,386	\$ 390,276	\$ (62,890)	\$ 382,108	\$ 390,276	\$ -
Tenant Revenue - Other	17,521	21,312	(3,791)	28,820	21,312	-
Total Tenant Revenue	<u>\$ 344,907</u>	<u>\$ 411,588</u>	<u>\$ (66,681)</u>	<u>\$ 410,928</u>	<u>\$ 411,588</u>	<u>\$ -</u>
HUD PHA Operating Grants	722,384	619,236	103,148	659,754	619,236	-
CFP Operational Income	293,190	214,299	78,891	374,345	214,299	-
Fraud Recovery and Other	40,044	6,978	33,066	14,465	6,978	-
Total Operating Revenue	<u>\$ 1,400,525</u>	<u>\$ 1,252,101</u>	<u>\$ 148,424</u>	<u>\$ 1,459,492</u>	<u>\$ 1,252,101</u>	<u>\$ -</u>
Administrative Salaries	\$ 68,115	\$ 93,170	\$ (25,055)	\$ 73,810	\$ 93,170	\$ -
Auditing Fees	5,150	5,000	150	5,000	5,000	-
Management Fees	169,261	118,162	51,099	169,072	118,162	-
Bookkeeping Fees	16,908	17,370	(462)	17,275	17,370	-
Employee Benefits Contributions - Admin	31,876	35,175	(3,298)	39,902	35,175	-
Office Expenses	43,925	29,183	14,742	35,988	29,183	-
Legal	15,464	30,202	(14,738)	28,260	30,202	-
Travel	277	-	277	(716)	-	-
Other	1,310	-	1,310	1,308	-	-
Tenant Services - Other	11,415	9,600	1,815	15,188	9,600	-
Water	187,514	212,820	(25,306)	198,921	212,820	-
Electricity	113,600	107,016	6,584	104,503	107,016	-
Gas	47,045	46,305	740	55,091	46,305	-
Other Utilities Expense	1,519	1,485	34	1,468	1,485	-
Ordinary Maintenance and Operations - Labor	78,524	99,032	(20,508)	118,693	99,032	-
Ordinary Maintenance and Operations - Material	59,434	66,548	(7,114)	76,624	66,548	-
Ordinary Maintenance and Operations - Contract	143,909	127,735	16,174	200,015	127,735	-
Employee Benefits Contributions - Ordinary	43,131	53,534	(10,403)	89,281	53,534	-
Protective Services - Other Contract Costs	1,590	1,908	(318)	2,823	1,908	-
Property Insurance	51,015	28,977	22,038	25,753	28,977	-
Liability Insurance	24,977	20,093	4,884	19,211	20,093	-
Workers Compensation	807	1,800	(993)	1,001	1,800	-
All Other Insurance	1,230	1,880	(650)	2,124	1,880	-
Other General Expenses	50,954	19,733	31,221	47,978	19,733	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(2,562)	1,814	(4,376)	1,659	1,814	-
Bad debt - Tenant Rents	4,748	6,000	(1,252)	7,001	6,000	-
Interest Expense	3,568	3,568	(0)	3,887	3,568	-
Total Operating Expenses	<u>\$ 1,174,705</u>	<u>\$ 1,138,110</u>	<u>\$ 36,595</u>	<u>\$ 1,341,120</u>	<u>\$ 1,138,110</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 225,820</u>	<u>\$ 113,990</u>	<u>\$ 111,830</u>	<u>\$ 118,372</u>	<u>\$ 113,990</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,346,791	\$ 1,613,024	\$ (266,233)	\$ 1,575,020	\$ 1,613,024	\$ -
Tenant Revenue - Other	137,851	106,907	30,944	139,380	106,907	-
Total Tenant Revenue	<u>\$ 1,484,642</u>	<u>\$ 1,719,931</u>	<u>\$ (235,289)</u>	<u>\$ 1,714,400</u>	<u>\$ 1,719,931</u>	<u>\$ -</u>
HUD PHA Operating Grants	3,850,171	3,567,563	282,608	3,728,854	3,567,563	-
CFP Operational Income	912,040	569,299	342,742	854,380	569,299	-
Fraud Recovery and Other	110,271	26,749	83,523	83,076	26,749	-
Total Operating Revenue	<u>\$ 6,357,124</u>	<u>\$ 5,883,541</u>	<u>\$ 473,584</u>	<u>\$ 6,380,710</u>	<u>\$ 5,883,541</u>	<u>\$ -</u>
Administrative Salaries	\$ 269,290	\$ 365,434	\$ (96,144)	\$ 327,645	\$ 365,434	\$ -
Auditing Fees	20,600	20,000	600	20,000	20,000	-
Management Fees	717,745	489,792	227,953	705,794	489,792	-
Bookkeeping Fees	71,959	72,000	(41)	71,908	72,000	-
Employee Benefits Contributions - Administrative	100,291	109,362	(9,071)	134,133	109,362	-
Office Expenses	157,174	133,820	23,354	142,008	133,820	-
Legal Expense	67,518	98,867	(31,350)	99,742	98,867	-
Travel	1,453	2,770	(1,317)	1,041	2,770	-
Other	5,074	2,000	3,074	(780)	2,000	-
Tenant Services - Other	25,561	62,800	(37,240)	75,109	62,800	-
Water	478,883	474,436	4,447	459,178	474,436	-
Electricity	232,877	226,398	6,479	221,621	226,398	-
Gas	215,657	209,140	6,517	218,002	209,140	-
Other Utilities Expense	21,584	27,159	(5,575)	22,010	27,159	-
Ordinary Maintenance and Operations - Labor	270,493	386,989	(116,496)	386,684	386,989	-
Ordinary Maintenance and Operations - Material	337,709	311,998	25,711	436,752	311,998	-
Ordinary Maintenance and Operations - Contract	1,394,657	1,484,120	(89,463)	2,125,573	1,484,120	-
Employee Benefits Contributions - Ordinary	160,533	203,290	(42,757)	278,911	203,290	-
Protective Services - Other Contract Costs	9,588	11,604	(2,017)	13,784	11,604	-
Property Insurance	197,227	204,869	(7,642)	182,110	204,869	-
Liability Insurance	80,092	75,782	4,310	72,056	75,782	-
Workers Compensation	3,396	8,640	(5,244)	4,210	8,640	-
All Other Insurance	3,432	10,967	(7,535)	18,892	10,967	-
Other General Expenses	245,792	81,742	164,050	191,593	81,742	-
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	35,493	64,645	(29,152)	61,448	64,645	-
Bad debt - Tenant Rents	68,969	56,600	12,369	70,486	56,600	-
Interest Expense	61,515	61,515	0	67,026	61,515	-
Total Operating Expenses	<u>\$ 5,254,561</u>	<u>\$ 5,256,740</u>	<u>\$ (2,178)</u>	<u>\$ 6,406,936</u>	<u>\$ 5,256,740</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 1,102,563</u>	<u>\$ 626,801</u>	<u>\$ 475,762</u>	<u>\$ (26,226)</u>	<u>\$ 626,801</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 914,963	\$ 911,297	\$ 3,667	\$ 905,858	\$ 911,297	\$ -
Bookkeeping Fees Income	71,893	71,971	(79)	71,908	71,971	-
Fraud Recovery and Other	178,134	71,070	107,064	78,504	71,070	-
Total Operating Revenue	\$ 1,164,990	\$ 1,054,338	\$ 110,652	\$ 1,056,270	\$ 1,054,338	\$ -
Administrative Salaries	\$ 140,880	\$ 233,633	\$ (92,753)	\$ 231,112	\$ 233,633	\$ -
Auditing Fees	5,150	5,900	(750)	5,000	5,900	-
Employee Benefits Contributions - Admin	48,768	75,063	(26,295)	67,568	75,063	-
Office Expenses	77,852	54,801	23,051	54,226	54,801	-
Legal	17,374	2,300	15,074	8,898	2,300	-
Travel	6,706	12,480	(5,774)	9,139	12,480	-
Other	48,656	47,344	1,312	54,593	47,344	-
Tenant Services - Other	4,006	1,500	2,506	4,684	1,500	-
Water	2,177	1,596	581	1,426	1,596	-
Electricity	12,116	10,500	1,616	9,413	10,500	-
Gas	3,079	2,268	811	2,061	2,268	-
Other Utilities Expense	398	408	(10)	314	408	-
Ordinary Maintenance and Operations - Materia	254	500	(246)	300	500	-
Ordinary Maintenance and Operations - Contrac	30,381	5,899	24,482	56,057	5,899	-
Protective Services - Other Contract Costs	585	400	185	388	400	-
Property Insurance	2,228	1,920	308	1,840	1,920	-
Liability Insurance	1,242	240	1,002	226	240	-
Workers Compensation	1,481	1,200	281	589	1,200	-
All Other Insurance	2,077	-	2,077	29,525	-	-
Other General Expenses	313,967	227,800	86,167	145,940	227,800	-
Compensated Absences	-	-	-	-	-	-
Interest Expense	2,368	2,373	(5)	4,223	2,373	-
Total Operating Expenses	\$ 721,744	\$ 688,124	\$ 33,619	\$ 687,522	\$ 688,124	\$ -
Net Income (Loss)	\$ 443,246	\$ 366,213	\$ 77,032	\$ 368,748	\$ 366,213	\$ -

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 12,600,316	\$ 11,574,480	\$ 1,025,836	\$ 11,601,323	\$ 11,574,480	\$ -
Other Revenue	7,829	-	7,829	249	-	-
Fraud Recovery and Other	21,666	7,306	14,360	20,839	7,306	-
Total Operating Revenue	<u>\$ 12,629,810</u>	<u>\$ 11,581,786</u>	<u>\$ 1,048,024</u>	<u>\$ 11,622,411</u>	<u>\$ 11,581,786</u>	<u>\$ -</u>
Administrative Salaries	\$ 299,072	\$ 304,337	\$ (5,265)	\$ 304,096	\$ 304,337	\$ -
Auditing Fees	25,750	25,000	750	25,000	25,000	-
Management Fees	197,218	195,982	1,236	200,064	195,982	-
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	77,154	129,885	(52,731)	130,017	129,885	-
Office Expenses	158,047	147,420	10,627	149,516	147,420	-
Legal Expense	-	-	-	-	-	-
Travel	1,066	-	1,066	257	-	-
Other	200	64,000	(63,800)	95	64,000	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	17	-	-
Other Utilities Expense	730	630	100	675	630	-
Ordinary Maintenance and Operations - Mater	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	43,865	2,964	40,901	56,917	2,964	-
Protective services - Other Contract Costs	209	300	(91)	259	300	-
Property Insurance	1,657	-	1,657	-	-	-
Liability Insurance	17,455	15,582	1,873	15,860	15,582	-
Workers Compensation	6,532	15,048	(8,516)	8,099	15,048	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	34,010	22,548	11,462	21,574	22,548	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	11,317,183	10,594,572	722,611	10,833,868	10,594,572	-
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 12,180,147</u>	<u>\$ 11,518,267</u>	<u>\$ 661,880</u>	<u>\$ 11,746,314</u>	<u>\$ 11,518,267</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 449,664</u>	<u>\$ 63,519</u>	<u>\$ 386,144</u>	<u>\$ (123,903)</u>	<u>\$ 63,519</u>	<u>\$ -</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	35,491.60
1010-0000-111111 Chase Checking	(10,938.62)	586,560.30
1010-0000-112200 Accounts Receivable	6,545.03	22,797.85
1010-0000-112201 Allowance for Doubtful Accounts	(1,182.00)	(2,807.28)
1010-0000-112220 A/R Repayment Agreement	(349.00)	466.00
1010-0000-112300 A/R - Due from Oliver Gardens	(1,672.00)	-
1010-0000-112500 Accounts Receivable HUD	75.00	75.00
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	10,982.74	(37,641.82)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(4,945.08)	12,653.07
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	3,452.00	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	1,968.07	4,073,002.68
LIABILITIES		
1010-0000-200000 OPEB Liability	(72,436.00)	108,652.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	(633.48)	715.29
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(16.00)	33,296.60
1010-0000-211999 Tenant Refunds	6,171.67	5,897.67
1010-0000-212000 Accrued Payroll	-	7,161.87
1010-0000-213400 Utility Accrual	(2,726.29)	18,932.37
1010-0000-213500 Accrued Comp Absences - Curr	-	887.35
1010-0000-213700 Payment in Lieu of Taxes	(18,043.90)	13,073.13
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(4,512.31)	331,603.41
1010-0000-260601 Note Payable - Curr - PNC	1,482.38	37,051.98
TOTAL LIABILITIES	(90,713.93)	816,973.96
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	92,682.00	1,248,216.09
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
TOTAL EQUITY	92,682.00	3,256,028.72
TOTAL LIABILITES & EQUITY	1,968.07	4,073,002.68

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for June 2020

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	36,248.00
1020-0000-111111 Chase Checking	11,428.20	691,965.60
1020-0000-112200 Accounts Receivable	9,274.32	18,159.19
1020-0000-112201 Allowance for Doubtful Accounts	2,084.78	1,196.29
1020-0000-112220 A/R Repayment Agreement	(223.00)	712.00
1020-0000-112300 A/R - Due from Oliver Gardens	(3,278.57)	-
1020-0000-112500 Accounts Receivable HUD	56.25	56.25
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	(7,583.23)	(43,034.38)
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(4,992.43)	12,717.82
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	17,561.90	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	<u>24,328.22</u>	<u>5,511,582.36</u>
LIABILITIES		
1020-0000-200000 OPEB Liability	(37,917.00)	56,875.00
1020-0000-200300 Pension Liability	-	213,273.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	731.90	2,160.41
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	384.00	38,207.00
1020-0000-211999 Tenant Refunds	9,003.47	9,565.53
1020-0000-212000 Accrued Payroll	-	8,480.83
1020-0000-213400 Utility Accrual	3,844.56	21,455.02
1020-0000-213500 Accrued Comp Absences - Curr	-	1,719.26
1020-0000-213700 Payment in Lieu of Taxes	(25,315.01)	19,977.25
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(7,520.51)	552,672.36
1020-0000-260601 Note Payable - Curr - PNC	2,470.63	61,753.30
TOTAL LIABILITIES	<u>(54,317.96)</u>	<u>995,881.45</u>
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	78,646.18	589,883.87
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
TOTAL EQUITY	<u>78,646.18</u>	<u>4,515,700.91</u>
TOTAL LIABILITIES & EQUITY	<u>24,328.22</u>	<u>5,511,582.36</u>

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	37,764.00
1080-0000-111111 Chase Checking	(27,248.88)	675,343.89
1080-0000-112200 Accounts Receivable	12,639.20	33,273.95
1080-0000-112201 Allowance for Doubtful Accounts	-	(2,063.48)
1080-0000-112220 A/R Repayment Agreement	(641.89)	2,433.62
1080-0000-112500 Accounts Receivable HUD	56.25	56.25
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	8,628.97	(2,880.32)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(6,404.96)	15,456.39
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	17,561.90	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	4,590.59	5,009,807.57
LIABILITIES		
1080-0000-200000 OPEB Liability	(61,056.00)	91,582.00
1080-0000-200300 Pension Liability	-	275,743.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	210.09	549.53
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	(134.00)	40,322.00
1080-0000-211999 Tenant Refunds	7,869.75	8,097.75
1080-0000-212000 Accrued Payroll	-	8,021.49
1080-0000-213400 Utility Accrual	2,787.96	22,611.39
1080-0000-213500 Accrued Comp Absences - Curr	-	994.71
1080-0000-213700 Payment in Lieu of Taxes	(17,080.42)	9,953.74
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(4,442.35)	326,462.28
1080-0000-260601 Note Payable - Curr - PNC	1,459.40	36,477.53
TOTAL LIABILITIES	(70,385.57)	826,452.08
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	74,976.16	647,523.46
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
TOTAL EQUITY	74,976.16	4,183,355.49
TOTAL LIABILITIES & EQUITY	4,590.59	5,009,807.57

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	24,348.00
1090-0000-111111 Chase Checking	13,293.59	623,888.54
1090-0000-112200 Accounts Receivable	1,373.16	26,756.36
1090-0000-112201 Allowance for Doubtful Accounts	(2,238.00)	(4,776.32)
1090-0000-112220 A/R Repayment Agreement	(41.58)	2.21
1090-0000-112500 Accounts Receivable HUD	75.00	75.00
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	32,089.71	212.20
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(6,824.15)	16,018.42
1090-0000-140000 Land	-	180,543.00
1090-3000-144000 Construction in Progress	89,055.50	613,896.53
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	126,783.23	3,951,019.45
LIABILITIES		
1090-0000-200000 OPEB Liability	(37,720.00)	56,579.00
1090-0000-200300 Pension Liability	-	254,153.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	3,728.95	4,102.44
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(1,285.00)	23,084.00
1090-0000-211999 Tenant Refunds	7,331.28	9,378.96
1090-0000-212000 Accrued Payroll	-	7,506.94
1090-0000-213400 Utility Accrual	(1,153.91)	47,123.47
1090-0000-213500 Accrued Comp Absences - Curr	-	2,509.20
1090-0000-213700 Payment in Lieu of Taxes	1,739.30	(7,511.18)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(1,014.41)	74,546.50
1090-0000-260601 Note Payable - Curr - PNC	333.24	8,329.51
TOTAL LIABILITIES	(28,040.55)	494,020.58
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	154,823.78	744,481.33
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
TOTAL EQUITY	154,823.78	3,456,998.87
TOTAL LIABILITES & EQUITY	126,783.23	3,951,019.45

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	(7,222.00)	-
5005-0000-111105 LHC-Payroll Account	(100.20)	71,600.83
5005-0000-111111 Chase Checking	(249,205.80)	784,501.26
5005-0000-112500 Accounts Receivable HUD	115,133.25	367,770.49
5005-0000-112954 Accounts Receivables-Misc	67,632.25	85,006.25
5005-1010-115700 Intercompany	(10,982.74)	37,641.82
5005-1020-115700 Intercompany	7,583.23	43,034.38
5005-1080-115700 Intercompany	(8,628.97)	2,880.32
5005-1090-115700 Intercompany	(32,089.71)	(212.20)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	54,813.66	34,296.90
5005-8002-115700 Intercompany	(603.31)	90,990.72
5005-8005-115700 Intercompany	1,065.00	(0.01)
5005-8010-115700 Intercompany	927.21	4,594.60
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	489.92	8,745.90
5005-0000-121200 Prepaid - Other	10,896.00	10,896.00
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	14,130.00	287,114.00
5005-0000-150300 Deferred Outflow - MERS	-	100,321.00
TOTAL ASSETS	<u>(36,162.21)</u>	<u>3,049,273.19</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	(35,742.00)	53,613.00
5005-0000-200300 Pension Liability	-	178,305.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	6,984.93	7,712.27
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	1,105.00	-
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,156.64
5005-0000-213400 Utility Accrual	(218.26)	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	(1,050.00)	5,910.00
5005-0000-260700 Note Payable Non Curr - Davenport	(6,254.04)	8,323.55
5005-0000-260701 Note Payable - Curr - Davenport	1,398.46	59,030.02
TOTAL LIABILITIES	<u>(33,775.91)</u>	<u>328,864.33</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	(2,386.30)	770,820.75
5005-0000-282000 Income and Expense Clearing	-	1,921,039.82
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>(2,386.30)</u>	<u>2,720,408.86</u>
TOTAL LIABILITES & EQUITY	<u>(36,162.21)</u>	<u>3,049,273.19</u>

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(55,162.00)	827,066.09
8002-0000-111111 Chase Checking	(16,246.40)	496,343.83
8002-0000-112200 Accounts Receivable	(75.00)	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(54,813.66)	(34,296.90)
8002-5005-115700 Intercompany	603.31	(90,990.72)
8001-0000-121100 Prepaid Insurance	(1,656.62)	3,320.79
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	(127,350.37)	1,349,151.09
LIABILITIES		
8001-0000-200000 OPEB Liability	(103,635.00)	155,452.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	(367.63)	417.01
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(21,370.36)	180,874.21
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	(125,372.99)	632,007.40
EQUITY		
8001-0000-280500 Unrestricted Net Assets	13,740.71	(156,623.43)
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	(15,718.09)	748,188.83
8002-0000-282000 Income and Expense Clearing	-	47,400,912.94
8002-8002-282000 Income and Expense Clearing	-	(47,899,152.66)
TOTAL EQUITY	(1,977.38)	717,143.69
TOTAL LIABILITES & EQUITY	(127,350.37)	1,349,151.09



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July 22, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

June Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

Nothing new to report for June.

HCV Orientations:

LHC had zero (0) orientation during the month of June 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 June 2020, and two (2) vouchers were issued with the assistance of community partners.

Waiting List:

The last of 208 waiting list is being processed. HCV will reopen its waiting list as soon as the HAPPY software update is complete which is scheduled for June 22, 2020.

Department Initiatives:

In the HCV Program there are currently 1,762 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 151 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,490 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1635
May % Utilized Units	87%

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1637
June % Utilized Units	88%

Voucher Disbursement

HUD May HAP Disbursement	\$957,472
LHC May HAP/UAP Disbursement	\$931,041
% Voucher Funding Utilization	97%

HUD June HAP Disbursement	\$957,472
LHC June HAP/UAP Disbursement	\$927,758
% Voucher Funding Utilization	96%
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





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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 June 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 96%. 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 06/30/2020





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July 22, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
June 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 June. 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 92% at the end of June. There were two (2) households moved in, one (1) residents moved out, and zero (0) unit transfers. The UML was 187 which equals 92%. At the end of June, Mt. Vernon had a total of 15 open work orders.

Hildebrandt Park occupancy was 98% at the end of June. There was two (2) households moved in, two (2) resident moved out, and one (1) unit transfers. The UML was 216 which equals 98%. At the end of June, Hildebrandt had a total of 56 open work orders.

LaRoy Froh occupancy was 97% at the end of June. There was three (3) household moved in, zero (0) residents moved out, one (1) unit transfers. The UML was 207





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which equals 97%. At the end of June, LaRoy Froh had a total of 32 open work orders.

South Washington Park occupancy was 94% at the end of June. There were two (2) households moved in, two (2) resident moved out, and zero (0) unit transfer. The UML was 184 which equals 93%. At the end of June, South Washington had a total of 66 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	92%	2	1	0	0
Hildebrandt	220	216	98%	2	2	1	0
LaRoy Froh	213	207	97%	3	0	1	0
S. Washington	197	184	93%	2	2	0	0
Totals	832	794	95%	9	5	2	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 23,419	\$ 31,392	\$ 0	134%
Hildebrandt	\$ 20,558	\$ 29,636	\$ 0	122%
LaRoy Froh	\$ 24,236	\$ 27,698	\$ 0	114%
S. Washington	\$ 26,676	\$ 31,625.94	\$ 0	119%
Totals	\$ 94,889	\$ 120,351.94	\$0	127%





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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	300	Ready	\$1,800	Moved in on 6-30-20
3228 N Waverly	3	1-13-20	182	Ready	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	257	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	125	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	191	TBD	\$4,000	Vacant due to RAD
3304 N Waverly	3	5-18-20	162	TBD	N/A	Vacant due to RAD
3260 N Waverly	3	2-10-20	147	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	175	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	119	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	119	TBD	N/A	Vacant due to RAD
1125 Glenn	3	3-16-20	119	7-19-20	\$1,000	Move in by 7-19-20
3808 Wilson	1	3-23-20	105	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	105	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	97	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	97	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	6-30-20	15	7-31-20	\$2750	N/A
103-315 Hylewood	5	5-7-20	40	7-17-20	TBD	Resident destroyed entire unit, cabinets, drywall, doors, flooring all removed and destroyed.
103-1938 Hoyt	2	6-25-20	20	8-5-20	\$3500	
103-2117 Forest	2	6-15-20	30	7-29-20	\$2450	Floor work required which led to a delay in getting other work started





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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	58			Completing rehab.
111-6065 Southbrook	2	12-20-19	184			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	138			Completing Rehab
111-2524 Reo Rd	2	12-1-19	198			Ready waiting on applicant.
111-6215 Grovenburg	3	3-2-20	120			Completing Rehab
11-2370 Reo Rd	1	4-1-20	92			Completing Rehab



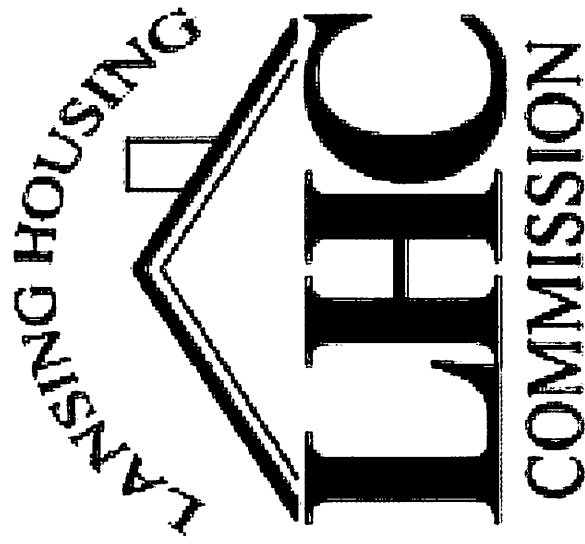


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South Washington Park Vacant Unit Status:

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	90	7-31-20		
112-3200 S Washington 225	1	1-28-20	153	7-31-20		
112-3200 S Washington 226	1	3-10-20	111	7-31-20		
112-3200 S Washington 320	1	6-1-20	28	7-31-20		
112-2716 Fireside	4	6-1-20	28	7-31-20		
112-3200 S Washington 402	1	4-30-20	60	7-31-20		
112-3200 S Washington 416	1	2-4-20	146	7-31-20		
112-3200 S Washington 514	1	11-7-19	235	7-31-20		
112-3200 S Washington 515	1	1-30-20	151	7-31-20		
112-3200 S Washington 524	1	5-18-20	42	7-31-20		
112-3200 S Washington 535	1	1-8-20	173	7-31-20		
112-3200 S Washington 301	1	3-15-20	106	7-31-20		





Lansing Housing Commission (LHC)

July Board Meeting

July 22, 2020

Agenda

1

Provide an overview of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and its use by the Lansing Housing Commission

2

Discuss and approve plan for employee one-time COVID Hazard Pay Bonus using the CARES Act

3

Provide a brief RAD update, specifically on project schedules and general contractor selections

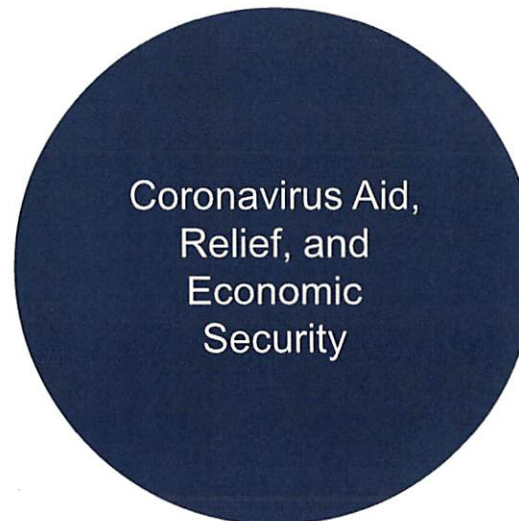
4

Provide an initial look at LHC's financial outlook and changes over the next 3 years

Friday May 1st, 2020 HUD allocates 2nd wave of CARES Act funds providing \$685M to Public Housing Authorities across the Nation

What is the CARES Act?

- Program designed to provide fast and direct economic assistance for American workers, families, businesses and preserve jobs
- \$2 Trillion broad package
- Targeted funds and programs were designed for effective application and use of the \$2 Trillion



Why does it matter to Public Housing Authorities?

- Targeted program designated \$685M of funds specifically for Public Housing Authorities
- Funds to be used to prepare, prevent, and respond to Coronavirus outbreak

What impact does it have on LHC?

- LHC as a Public Housing Authority receives funds via the CARES Act
- LHC can leverage funds for COVID, operational, and capital expenses
- LHC will leverage in support of its residents, employees, partners, and other stakeholders
- Funds are drawn down when used and subject to HUD approval

LHC has used \$417K of the \$848K CARES Act funds resulting in an additional \$431K available for use

CARES Act Funds	Amount
Low Income Public Housing	\$645K
Housing Choice Voucher Program	\$204K
Total Available Funds	\$848K

Funds are drawn down when used and subject to HUD approval

CARES Act Expenses To Date	
General Operations	\$244K
Third Party Services	\$32K
Office Activities and Supplies	\$4K
Total Expenses to Date	\$280K

To be discussed in detail

CARES Act Notable Future Expenses	
One-Time COVID Hazard Pay Bonus	\$117K
HCV Office Upgrade	\$20K
Total Notable Future Expenses	\$137K

Remaining Available Funds	\$431K
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General operations expenses will continue to be largest consumer of the remaining funds of \$431K

LHC team has developed a plan to use ~\$117K of the CARES Act Funds to provide employees with one-time COVID hazard bonus pay

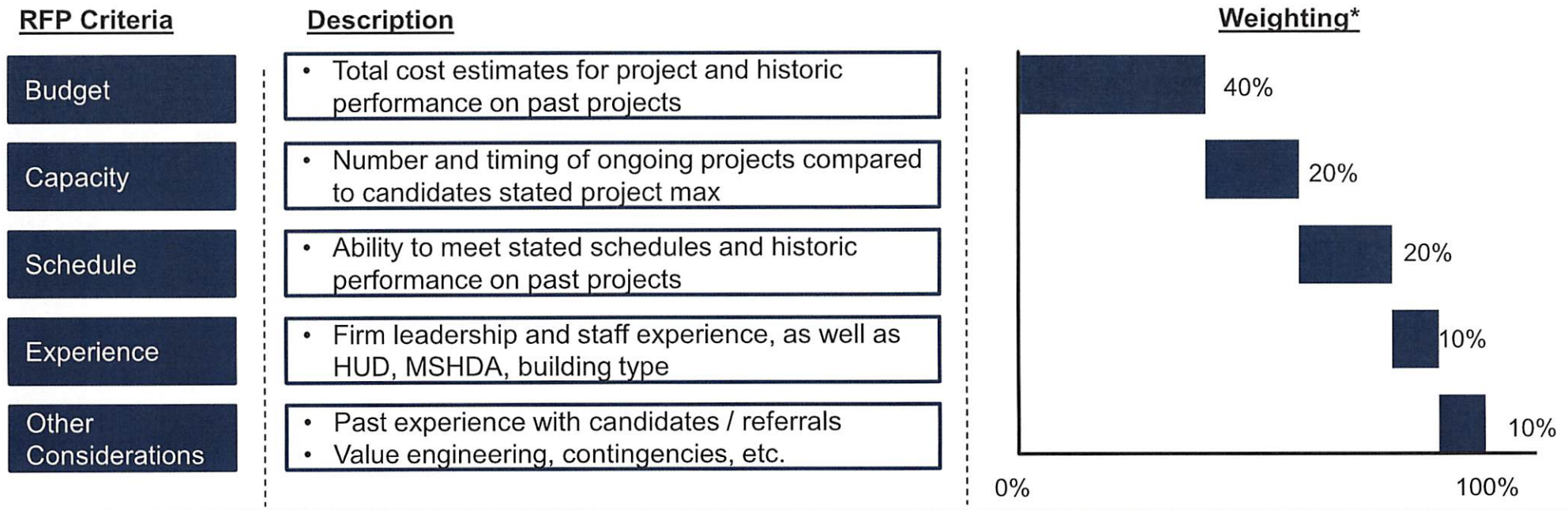
	<u>% of Annual Wages Earned</u>	<u>Total Amount</u>	<u># of Employees</u>	<u>Distribution Method</u>	<u>Distribution Timing</u>
One-Time COVID Hazard Bonus Pay	10%	\$117K	24	80% Cash 20% 401K	Fall 2020

Example:					
Annual Wages Earned \$40K	10%	\$4K	1	\$3.2K Cash \$0.8K 401K	Fall 2020

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

<u>HUD Initiative</u>	<u>Site</u>	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 1 2020	Oct 1 2020
	2 South Washington (9%)	✓	✓	✓	✓	✓	✓	Oct 1 2020	Nov 1 2020
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	Aug 15 2020	August 2020	Fall 2020	Winter 2021	Spring 2021
	4 LaRoy Froh (4%)	✓	✓	✓	Aug 15 2020	August 2020	Fall 2020	Winter 2021	Spring 2021

The following criteria and process was used to select general contractors for Mount Vernon Park and South Washington Park



With an average score of 3.80, Oakwood Construction will be selected as the General Contractor for Mount Vernon Park



- ## Next Steps
- Inform Oakwood Construction of the intent to move forward as the General Contractor for MVP
 - Negotiate preliminary terms of the deal
 - Inform other participants that another firm has been selected as the General Contractor for MVP
 - Engage Oakwood Construction with Fusco Shaffer & Pappas
 - Finalize plans and schedules

With an average score of 3.27, G. Fisher will be selected as the General Contractor for South Washington Park

RFP Scores

Minimum Score = 0; Maximum Score = 5



3.27



3.00



2.93



NA

Next Steps

- Inform G. Fisher of the intent to move forward as the General Contractor for SWP
- Negotiate preliminary terms of the deal
- Inform other participants another firm has been selected as the General Contractor for SWP
- Engage G. Fisher with Fusco Shaffer & Pappas
- Finalize plans and schedules

SWP Front Elevation Options

Front Elevation Options



Option 1

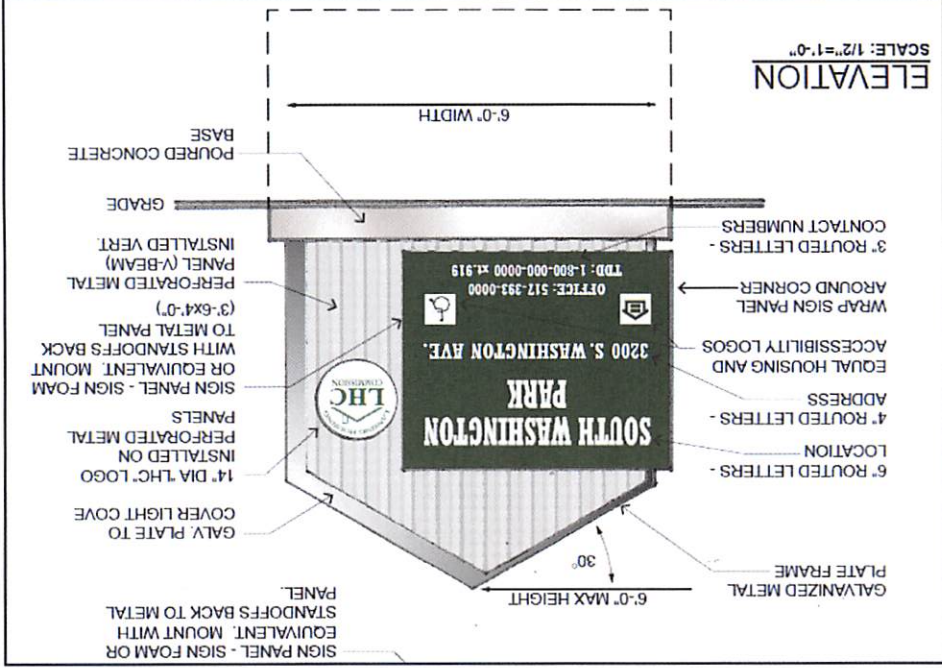
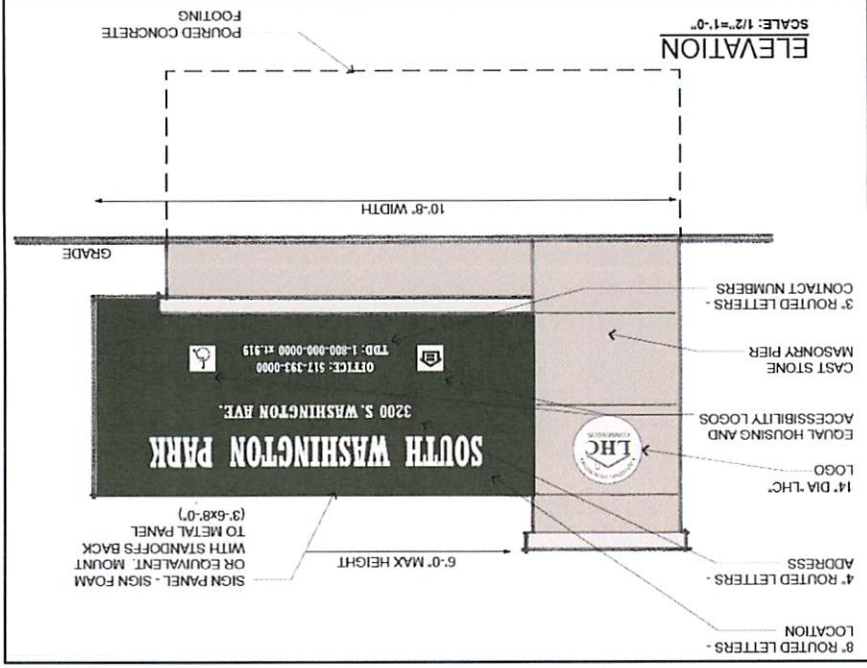


Option 2

- Team has narrowed selection to 2 options
- Additional evaluations are underway for cost, feasibility, and other benefits/risks
- Additional feedback will be gathered from G. Fisher
- Any feedback from the Board of Commissioners?

SWP Sign Concepts

Sign Concept Options



- Team has selected option 1 as the preferred sign at all sites, option 2 is a second selection
- Additional evaluations are underway for option 1 including cost and design with a reduction in size
- Additional evaluations are underway for option 2 including cost and design with a change in softer materials
- Additional feedback will be gathered from general contractors about both options and costs
- Any feedback from the Board of Commissioners?

LHC consolidated income and expenses will transform over the next few years

(\$000) All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Total Income	\$19,265	\$23,067	\$25,035	\$15,856	\$15,856
Expenses					
Total Expenses	\$18,491	\$17,601	\$16,139	\$16,040	\$16,062
Net Income / (Loss)					
Total Net Income	\$773	\$5,466	\$8,896	(\$184)	(\$206)
Number of Public Housing Units					
Total Public Housing Units (end of year)	833	306	62	62	62

RAD
Conversion

Scattered
Site Sale

COCC income and expenses will transform over the next few years

(\$000)

All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
RAD Dev and Management Fees	\$0	\$3,600	\$90	\$90	\$90
Property Management Fees	\$737	\$547	\$67	\$54	\$54
Bookkeeping Fees	\$72	\$44	\$7	\$5	\$5
HCV Program Fees	\$195	\$199	\$228	\$228	\$228
Gain (Loss) Fixed Asset Sale	\$0	\$1,800	\$9,000	\$0	\$0
Other Income	\$80	\$80	\$80	\$80	\$80
Total Income	\$1,083	\$6,271	\$9,501	\$457	\$457
Expenses					
Total Expenses	\$676	\$1,076	\$679	\$712	\$717
Net Income / (Loss)					
Total Net Income	\$407	\$5,194	\$8,821	(\$256)	(\$260)
Number of Public Housing Units					
Total Public Housing Units (end of year)	833	306	62	62	62

RAD
Conversion

Scattered
Site Sale

Over the next 3 years the MVP AMP will close and its income and expenses will change

(\$000)

All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Dwelling Rental	\$356	\$152	\$9	\$0	\$0
Operating Subsidy	\$904	\$592	\$23	\$0	\$0
HUD PHA Grant	\$150	\$150	\$0	\$0	\$0
Other Income	\$37	\$20	\$7	\$0	\$0
Total Income	\$1,448	\$914	\$40	\$0	\$0

Expenses					
Total Expenses	\$1,375	\$869	\$45	\$0	\$0

Net Income / (Loss)					
Total Net Income	\$73	\$45	(\$5)	\$0	\$0

Number of Public Housing Units					
Total Public Housing Units (end of year)	202	62	0	0	0

RAD
Conversion

Scattered
Site Sale

AMP Closed

Over the next 3 years the SWP AMP will close and its income and expenses will change

(\$000) All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Dwelling Rental	\$316	\$93	\$2	\$0	\$0
Operating Subsidy	\$662	\$351	\$3	\$0	\$0
HUD PHA Grant	\$228	\$228	\$0	\$0	\$0
Other Income	\$36	\$15	\$7	\$0	\$0
Total Income	\$1,241	\$687	\$12	\$0	\$0

Expenses					
Total Expenses	\$1,165	\$489	\$13	\$0	\$0

Net Income / (Loss)					
Total Net Income	\$76	\$197	(\$2)	\$0	\$0

Number of Public Housing Units					
Total Public Housing Units (end of year)	198	11	0	0	0

RAD
Conversion

Scattered
Site Sale

AMP Closed

Over the next 3 years the LRF AMP will close and its income and expenses will change

(\$000) All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Dwelling Rental	\$303	\$268	\$27	\$0	\$0
Operating Subsidy	\$954	\$842	\$86	\$0	\$0
HUD PHA Grant	\$155	\$155	\$8	\$0	\$0
Other Income	\$62	\$56	\$11	\$0	\$0
Total Income	\$1,474	\$1,320	\$133	\$0	\$0

Expenses					
Total Expenses	\$1,392	\$1,340	\$101	\$0	\$0

Net Income / (Loss)					
Total Net Income	\$82	(\$20)	\$32	\$0	\$0

Number of Public Housing Units					
Total Public Housing Units (end of year)	214	114	10	0	0

RAD
Conversion

Scattered
Site Sale

AMP Closed

HP will be the only remaining AMP for public housing, and its income and expenses will transform over the next few years

(\$000)

All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Dwelling Rental	\$371	\$329	\$99	\$100	\$100
Operating Subsidy	\$1,059	\$940	\$281	\$286	\$286
HUD PHA Grant	\$80	\$80	\$19	\$43	\$43
Other Income	\$34	\$31	\$14	\$33	\$33
Total Income	\$1,544	\$1,380	\$413	\$462	\$462

Expenses

Total Expenses	\$1,467	\$1,407	\$487	\$499	\$504
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Net Income / (Loss)

Total Net Income	\$76	(\$27)	(\$75)	(\$37)	(\$40)
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Number of Public Housing Units

Total Public Housing Units (end of year)	219	119	52	62	62
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RAD
Conversion

Scattered
Site Sale

AMPs
Consolidated

HCV net income will increase improve over the next few years

(\$000)

All numbers should be considered directional at this time

Income	YR0	YR1	YR2	YR3	YR4
Project Based Section 8	\$11,489	\$11,489	\$13,788	\$13,788	\$13,788
Section 8 Admin Fee	\$974	\$995	\$1,138	\$1,138	\$1,138
Other Income	\$12	\$12	\$12	\$12	\$12
Total Income	\$12,475	\$12,497	\$14,937	\$14,937	\$14,937
Expenses					
Total Expenses	\$12,416	\$12,421	\$14,812	\$14,828	\$14,842
Net Income / (Loss)					
Total Net Income	\$59	\$77	\$125	\$109	\$95