



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

Agenda
Lansing Housing Commission
September 23, 2020

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of August 26, 2020

2. Action Items:

- a. Resolution 1320 – Approval of Payment Standards 2021
- b. Resolution 1321 – Approval of Utility Allowances 2021

3. Informational Items:

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

- Mt. Vernon (MVP) & Scattered Sites AMP 102
- Hildebrandt (HP), Forrest, Hoyt AMP 103
- LaRoy Froh (LRF) & Scattered Sites AMP 111
- South Washington (SWP) & Scattered Sites AMP 112





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4. Discussion Items:
 - a. RAD Update
5. Other Items:
6. Executive Director's Comments.
7. President's Comments
8. Public Comment – limit 3 minutes per person.
9. 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 August 26, 2020

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

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

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 July 22, 2020 commission meeting. **The Motion was approved by all members present.**

Action Items:

SWP – Roof Replacement Change Order

ERU (Air Conditioning Unit) – Allows SWP to have central air in the common areas (hallways, community room). The ERU unit will be placed on the roof. Duct work will need to be placed on top of the roof that requires some stabilizing, so it does not blow away. The roof job and the installation of the ERU will need to be done simultaneously.

The cost to do this simultaneously is a \$10,000 increase which exceeds the 10% increase that our policy states can happen without Board approval. This is the most efficient route to take.

Commissioner Sober moved and Commissioner Robinson seconded a motion to approve the Change Order for the Roof Replacement. **The Motion was approved by all members present.**





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Informational Items:

Finance Report July 2020

Steven Raiche

- Seeing consistent trends that was seen in the previous months. Slightly lower tenant revenue that falls in line with residents losing employment due to the change in the economy. Also, there is a lower expense amount per unit that has been noted.
- Finance is working on the audit. Confirmation that Pension and OPEB liability are down from a year ago.
- Doug Fleming – The amount of money from subsidy has increased due to the resident portion decreasing.
- Our records show that the average for repairs per unit is \$389 in terms of expense in July 2019 this was \$445 per unit.
- President Robinson – The audit is currently in process, the first month of our fiscal year seems to be going smoothly.

Housing Choice Voucher May 2020

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

- HCV has moved back into the office and they are excited to be back.
- 4 orientations were done last week, 48 vouchers were issued. These were all done in compliance with the recent COVID guidelines (no more than 10 people in one room).
- HCV opened and closed the waiting list last week and received almost 2,000 applicants. A random lottery for almost 500 slots were assigned so now the applicants have positions to the waiting list.





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Asset Management Report – June 2020

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 93% at the end of July. There was one (1) move-in, two (2) move-outs and zero (0) transfer.

The current occupancy rate is 93%. There are 19 vacancies. There are 18 open work orders. Average open work orders are 25 days old.

Positive Note: COVID testing onsite, high turn out from residents with the onsite farmers market.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of July. There were zero (0) move-ins, zero (0) 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 35 days old.

Positive Note: Summer Wrap up with City Life for the youth in the community on Friday August 28, 2020 from 1PM – 2PM.

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

The current occupancy rate is 97%. There are 6 vacancies. 1 move-in ready. There is 77 open work orders. Average open work orders are 81 days.

Positive Note: LRF received their first check from the Eviction Diversion Program.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 93% at the end of July. There were zero (0) move-ins, one (1) move-out and zero (0) transfers.

The current occupancy rate is 93%. There were sixteen (16) vacant units, 1 is a scattered site. There are 45 open work orders. Average work orders are 96 days.

Positive Note: SWP received their first check from the Eviction Diversion Program.





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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:
 - See attached presentation

Other Items: None

Executive Director's Comments:

Activities

Capital Projects

- ERU (air conditioning unit) install at SWP
- Roof Replacement at SWP
- RFP for tuck pointing at SWP – Several issues with SWP brick work that has led to leaking issues.
- Valve installation at SWP – Installing shut off valves in each unit so that we do not need to turn off water for the entire floor/building when completing repairs.

Staff Changes

- MVP Maintenance – open position
- LRF Maintenance – open position
- HP 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 31st – Doug meeting with City Council Monday night in regard to Disposal of Scattered Sites.
- Management transition committee – lead by Andrea Bailey working with LIPH staff, HCV staff and Michigan Asset Group (MAG) staff to open up the door between the three so that we are ready to go once we close with RAD.
- Weekly development and architect/GC meetings – discussions for HP and LRF for architect work is in the works.





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Other Activities

- Site visits to LHC properties
- Revised COVID office hours Mon, Tue, Thu, Fri 8:30 am to Noon. Wed 1 pm to 5 pm
- Meeting with Haven House on housing needs – Haven House is in the Lansing community that provides services to those in need.
- SWP and Mt. Vernon resident ZOOM meetings.
- Meeting with LPD on security and physical needs – Met to discuss providing a physical location so that LPD can meet and have an office on LHC properties. LPD has funds to add surveillance through Lansing, they may assist with LHC surveillance. We would like to have it where our technology and LPD technology can interact.
- Insurance renewal – There was an increase in deductible from \$10,000 to \$25,000. This is common for large housing projects.
- Resident eviction diversion program.
- Garden – Expanded SWP garden, partnered with LRF existing garden project and created one with MVP.
- LHC working with CAHP to provide support with those wanting to purchase one of LHC scattered sites. This may also be offered to the residents onsite as well.
- Financial Empowerment – City of Lansing program that will help residents be financially responsible. Working to determine how to improve this program.
- MSU Diet Nutrition Program – 4 residents attended all 6 classes. Pre and Post analysis and all residents indicated significant changes in their buying of groceries.
- Site staff attending Real Estate Training, anyone outside of HP will be leasing units is now mandated to take this training.
- Veggie Boxes – Boxes of fresh vegetables donated, there is \$25-\$35 worth of food in the boxes. Really well received by LHC families.

President's Comments:

- Attended first LHC Board meeting 5 years ago this month. What was accomplished in the past 5 years, and even in the past 2 years is amazing. We are days away from transactions that will change the lives of our residents and future residents as well as the entire City of Lansing.
- I am so excited for what the next 12 months and beyond will look like for LHC. I am proud to be a part of this.





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Public Comment: limit 3 minutes per person

Other Business: None

Adjournment: The meeting was adjourned at 6:31 p.m.

Ryan Robinson, Chair

Date 10-7-20

Doug Fleming, Acting Secretary

Date 10-8-2020





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	
	
Table of Contents	
Introduction	4
I. Project Location and Description	5
A. Location	5
B. Project Description	8
C. General Information	8
II. Relocation Needs Assessment	10
A. Housing Mix	10
B. Project Rents	10
C. Occupancy	10
D. Tenants	11
E. Replacement Housing Needs	11
F. Resident Race and Ethnicity	12
G. Household Size	12
III. Housing Resources	12
IV. Relocation Program	12
A. Program Objectives, Standards and Assurances	12
B. Relocation Advisory Assistance	13
C. Relocation Process	13
1. Relocation	14
2. The Relocation Process	14
D. The Relocation Process	14
E. Over-Housed Tenants	15
F. Post-Occupancy	15
G. Post-Occupancy	15
H. Termination	15
I. Termination	15
J. Record Keeping	15
K. Relocation	15
L. Grievance	15
M. Eviction	15
N. Immigration	15
O. Citizen Rights	15
P. Non-Discrimination	15
Q. Project Timeline	15
R. Estimated	15

- 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

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

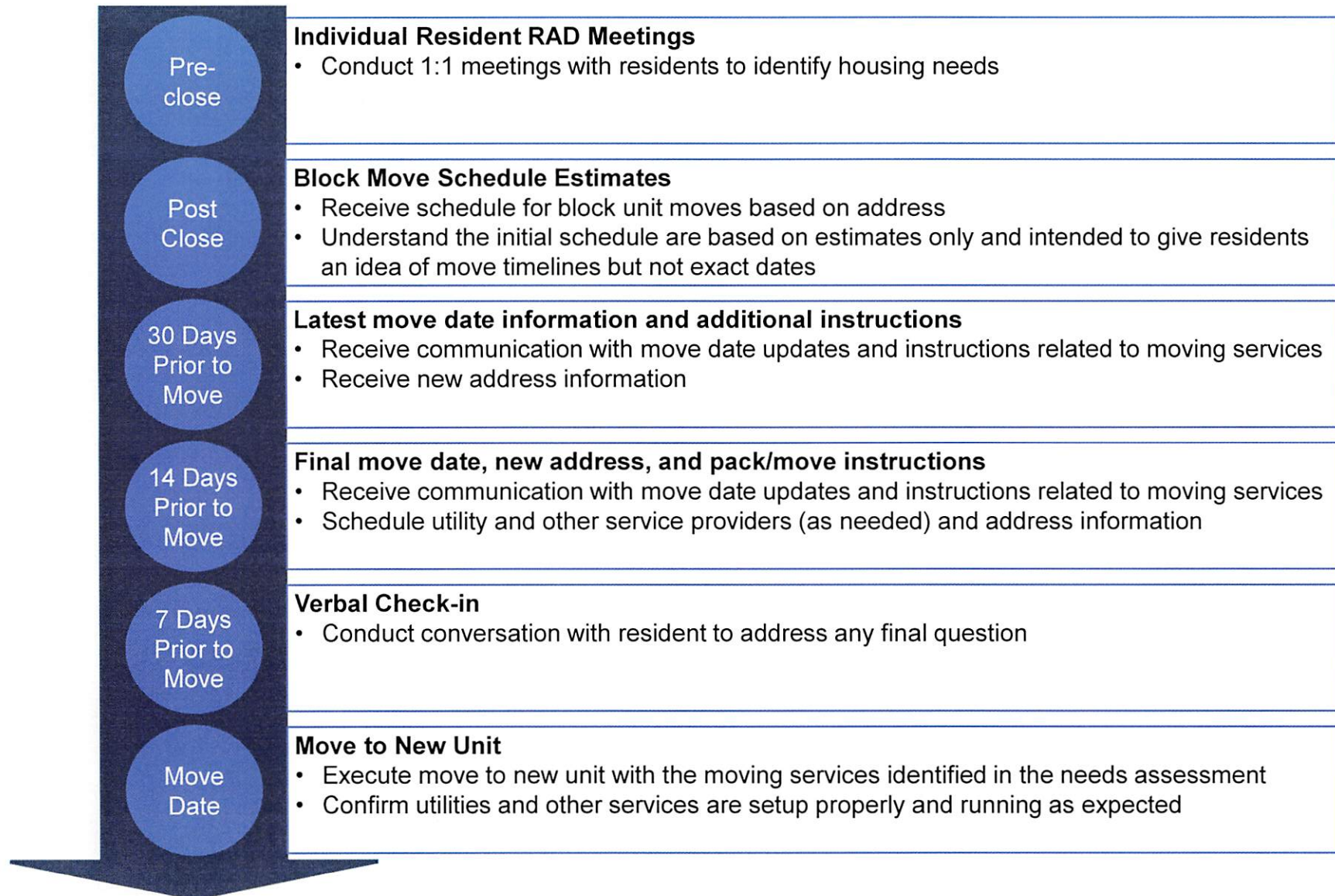
Unit Utilities and Services

- 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



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



Housing Choice Voucher Program 419 Cherry St Lansing, MI 48933 (517) 487-65500 Fax (517) 487-6877

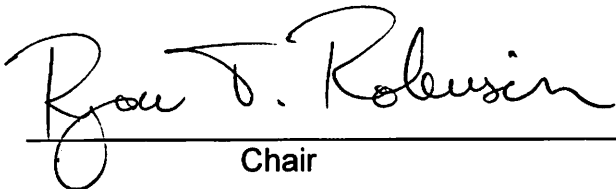
Resolution No. 1320

Adopted By the Lansing Housing Commission

September 26, 2020

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

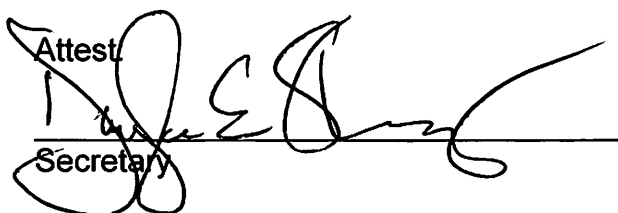
Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the payment standards for the Housing Choice Voucher Program as stated.


Chair

Yeas 5

Nays 0

Abstentions _____

Attest

Secretary

For Clerk Use Only

Resolution No. 1320
Date Adopted 09/23/2020





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

September 26, 2020

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to use a higher payment standard than the HUD Published 2021
Fair Market Rent - Resolution No. 1320.**

RECOMMENDATION:

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

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

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

BACKGROUND:

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



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

The 2020 HUD approved Fair Market rents are as follows:

Final FY 2020 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$710	\$740	\$909	\$1171	\$1264

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$781	\$814	\$999	\$1288	\$1390

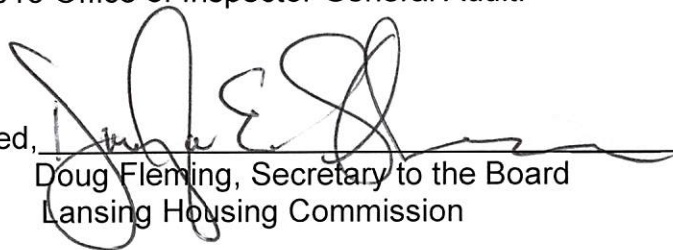
FINANCIAL CONSIDERATIONS

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

POLICY CONSIDERATIONS:

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

Respectfully Submitted,


Doug Fleming, Secretary to the Board
Lansing Housing Commission





Housing Choice Voucher Program 419 Cherry St Lansing, MI 48933 (517) 487-65500 Fax (517) 487-6977

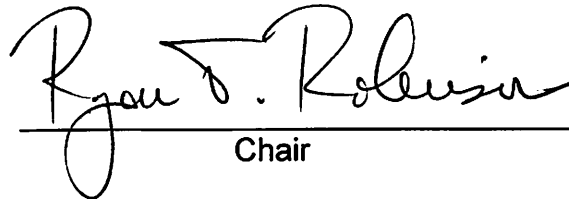
Resolution No. 1321

Adopted By the Lansing Housing Commission

September 26, 2020

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the 2021 Utility Allowances for the Housing Choice Voucher Program as stated.


Chair

Yeas 5

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only

Resolution No. 1321

Date Adopted September 23, 2020





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

September 26, 2020

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowances per the July 2019 Nelrod Utility Study. - Resolution No. 1321.

RECOMMENDATION:

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director or his designee, approve the recommended change to the LHC utility allowance for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2020/2021 Nelrod utility study for all Housing Choice Voucher Calculations.

BACKGROUND

Per **24CFR982.517** a PHA-established utility allowance schedule is used in determining family share and PHA subsidy. The PHA must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole, and current utility rates.



The utility allowance must include the utilities and services that are necessary in the locality to provide housing that complies with housing quality standards. Costs for telephone, cable/satellite television, and internet services are not included in the utility allowance schedule.

In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; cost of tenant-supplied refrigerator; cost of tenant-supplied range; and other specified housing services.

See attached 2021 Utility Sheets to become effective November 1, 2020.

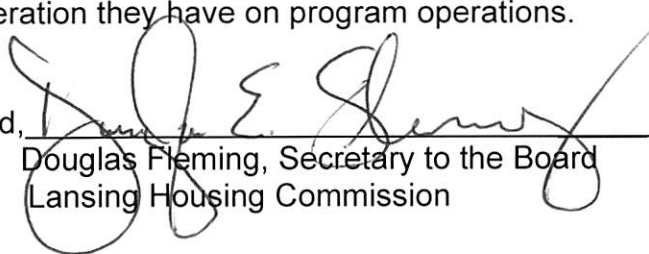
FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of the updated utility allowances it will become an audit finding, and a SEMAP submission reduction.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Douglas Fleming, Secretary to the Board
Lansing Housing Commission



Lansing Housing Commission
Summary Results for AUGUST FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	2,846	(3,491)	(3,101)	5,813	2,066	512	2,353	(27,345)
Tenant Revenue Variance	(5,617)	(9,377)	(8,515)	(4,137)	(27,646)	-	-	-
HUD Revenue Variance	7,682	6,231	7,503	7,274	28,689	202	1,534	(27,215)
Capital Fund Income	1,750	1,750	1,750	1,750	7,000	-	-	-
Other Income	(969)	(2,094)	(3,839)	926	(5,977)	310	819	(130)
Other	-	-	-	0	-	-	-	0
Budgeted Revenue	107,581	121,608	109,400	83,869	422,458	67,899	81,131	958,471
% Variance fav (unfav)	3%	-3%	-3%	7%	0%	1%	3%	-3%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(41,547)	(11,915)	(23,141)	3,694	(72,909)	(5,166)	(6,663)	9,811
Salary Expenses	(1,678)	(2,003)	(1,895)	(292)	(5,868)	(171)	(2,351)	-
Employee Benefit Expenses	(3,142)	1,485	(414)	3,847	1,776	444	(2,183)	-
Utilities	(2,305)	563	457	1,633	347	(1,191)	128	-
Write-offs	(3,731)	1,291	(2,351)	(591)	(5,382)	-	-	-
Legal	(1,900)	(1,760)	(2,479)	(1,375)	(7,514)	(3,800)	-	-
Professional Services	1,193	1,186	723	912	4,015	(2,291)	535	-
Admin Services	1,185	1,185	1,185	-	3,555	75	239	-
Recreation/Other Services	(1,239)	(1,283)	(564)	(100)	(3,186)	-	-	-
Insurance	(206)	(162)	(157)	(146)	(670)	(413)	(700)	-
Sundry/Postage/Office Supplies	107	(219)	(32)	(508)	(652)	248	1,306	-
Management Fee	(324)	356	249	(326)	(46)	-	307	-
HAP Expense					-			9,811
Inspections	75	-	(350)	-	(275)	-	(4,841)	-
Maintenance Costs	(15,948)	(7,414)	(8,568)	1,056	(30,873)	(429)	(266)	-
Maintenance Contract - Unit Turns	(15,000)	(6,974)	(7,125)	(2,465)	(31,564)	-	-	-
Other	1,365	1,833	(1,820)	2,049	3,427	2,361	1,164	(0)
Budgeted Expense	111,211	117,580	113,124	92,353	434,269	53,987	87,913	957,456
% Variance fav (unfav)	37%	10%	20%	-4%	17%	10%	8%	-1%
Curr Mo. Actual Net Income (Loss)	\$ 40,762	\$ 12,453	\$ 16,316	\$ (6,365)	\$ 63,165	\$ 19,591	\$ 2,234	\$ (36,141)
YTD Actual Net Income (Loss) Net of CWIP	\$ 81,484	\$ 40,687	\$ 53,578	\$ 1,239	\$ 176,988	\$ 52,978	\$ 26,201	\$ (58,133)
Prior YR YTD Net Income (Loss)	\$ 46,732	\$ 54,285	\$ (9,597)	\$ 24,425	\$ 115,845	\$ 31,360	\$ 17,836	\$ 289,126
Cash Balance - August	\$ 680,613	\$ 705,657	\$ 739,794	\$ 646,637	\$ 2,772,701	\$ 569,796	\$ 1,094,916	\$ 445,049
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

Lansing Housing Commission
Summary Results YTD for AUGUST FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	10,740	(8,122)	(11,073)	9,770	1,315	968	13,117	(55,031)
Tenant Revenue Variance	(11,023)	(18,769)	(18,169)	(5,559)	(53,520)	-	-	-
HUD Revenue Variance	14,417	11,515	14,060	13,602	53,593	403	11,754	(54,430)
Capital Fund Income	1,750	1,750	1,750	1,750	7,000	-	-	-
Other Income	5,596	(2,618)	(8,713)	(23)	(5,758)	565	1,363	(601)
Other	-	-	-	(0)	-	-	-	0
Budgeted Revenue	215,262	242,946	218,800	167,788	844,796	135,799	162,262	1,916,942
% Variance fav (unfav)	5%	-3%	-5%	6%	0%	1%	8%	-3%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(87,352)	(46,413)	(78,880)	(15,608)	(228,253)	(30,478)	(28,306)	5,132
Salary Expenses	(367)	(4,337)	(4,015)	2,186	(6,534)	(33)	(5,255)	-
Employee Benefit Expenses	(6,541)	(3,924)	(6,036)	658	(15,842)	(1,401)	(8,438)	-
Utilities	(4,903)	96	630	(344)	(4,522)	(1,220)	128	-
Write-offs	(6,231)	491	(4,551)	(1,341)	(11,632)	-	-	-
Legal	(3,600)	(3,480)	(4,979)	(2,750)	(14,809)	(4,100)	-	-
Professional Services	532	(32)	(392)	51	160	(3,561)	(406)	-
Admin Services	1,185	1,185	1,185	-	3,555	(19,181)	-	-
Management Improvement	-	-	-	-	-	-	-	-
Insurance	(837)	(748)	(739)	(717)	(3,041)	3,787	(1,401)	-
Sundry/Postage/Office Supplies	732	(2,529)	(39)	(730)	(2,566)	(2,024)	255	-
Management Fee	(598)	712	395	(601)	(92)	-	614	-
HAP Expense					-	-	-	5,132
Pilot	(235)	(2,029)	(1,457)	(386)	(4,108)	-	-	-
Inspections	150	-	(475)	-	(325)	-	(12,041)	-
Maintenance Costs	(35,593)	(20,317)	(32,668)	(7,774)	(96,352)	(881)	(547)	-
Maintenance Contract - Unit Turns	(30,000)	(13,568)	(21,125)	(5,465)	(70,158)	-	-	-
Other	(1,048)	2,068	(4,614)	1,606	(1,988)	(1,863)	(1,215)	-
Budgeted Expense	231,870	240,550	233,030	191,927	897,376	114,267	177,484	1,914,912
% Variance fav (unfav)	38%	19%	34%	8%	25%	27%	16%	0%
YTD Actual Net Income (Loss) Net of CWIP								
	\$ 81,484	\$ 40,687	\$ 53,578	\$ 1,239	\$ 176,988	\$ 52,978	\$ 26,201	\$ (58,133)
YTD Budgeted Net Income (Loss)	\$ (16,608)	\$ 2,396	\$ (14,230)	\$ (24,139)	\$ (52,580)	\$ 21,532	\$ (15,222)	\$ 2,030
Prior YR YTD Net Income (Loss)	\$ 46,732	\$ 54,285	\$ (9,597)	\$ 24,425	\$ 115,845	\$ 31,360	\$ 17,836	\$ 289,126

AUGUST Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,750		07/20	\$ 542.59
HCV 8002 Expenses	\$ 967,266.70		06/20	\$ 536.53
Average Cost Per Voucher	<u>\$ 552.72</u>		05/20	\$ 549.79

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY Aug Total		
Year-to-Date Occupancy Rate								
YTD Average Number of Units Leased	186	216	206	182	790	811	07/20	95.0%
Number of Possible Units	202	220	213	198	833	830	06/20	95.9%
Year-to-Date Occupancy Rate	<u>92.1%</u>	<u>98.2%</u>	<u>96.7%</u>	<u>91.9%</u>	<u>94.8%</u>	<u>97.7%</u>	05/20	96.0%
Average Revenue Per Occupied Unit							07/20	\$ 532.98
Total LIPH Revenue	\$ 110,426.50	\$ 118,117.25	\$ 106,298.77	\$ 89,681.63	\$ 424,524.15	\$ 472,555.53	06/20	\$ 565.62
Average Revenue Per Occupied Unit	<u>\$ 593.69</u>	<u>\$ 546.84</u>	<u>\$ 516.01</u>	<u>\$ 492.76</u>	<u>\$ 537.37</u>	<u>\$ 582.68</u>	05/20	\$ 504.13
Average Tenant Revenue Per Occupied Unit							07/20	\$ 109.08
Total Tenant Revenue	\$ 24,101.00	\$ 21,503.00	\$ 16,745.00	\$ 22,162.91	\$ 84,511.91	\$ 130,256.00	06/20	\$ 107.06
Average Tenant Revenue Per Occupied Unit	<u>\$ 129.58</u>	<u>\$ 99.55</u>	<u>\$ 81.29</u>	<u>\$ 121.77</u>	<u>\$ 106.98</u>	<u>\$ 160.61</u>	05/20	\$ 119.70
Average Cost Per Occupied Unit							07/20	\$ 389.08
YTD Average Monthly Expenses	\$ 72,258.93	\$ 97,068.39	\$ 77,074.77	\$ 88,159.48	\$ 334,561.57	\$ 428,016.12	06/20	\$ 574.29
Average Cost Per Occupied Unit	<u>\$ 388.49</u>	<u>\$ 449.39</u>	<u>\$ 374.15</u>	<u>\$ 484.39</u>	<u>\$ 423.50</u>	<u>\$ 527.76</u>	05/20	\$ 577.54

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 680,612.56	\$ 705,657.27	\$ 739,793.73	\$ 646,637.12	\$ 569,795.74	\$ 1,094,916.37
YTD Expenses	\$ 144,517.86	\$ 194,136.78	\$ 154,149.53	\$ 176,318.96	\$ 83,789.11	\$ 149,178.13
Number of Months	2	2	2	2	2	2
Average Monthly Expenses	\$ 72,258.93	\$ 97,068.39	\$ 77,074.77	\$ 88,159.48	\$ 41,894.56	\$ 74,589.07
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>9.42</u>	<u>7.27</u>	<u>9.60</u>	<u>7.33</u>	<u>13.60</u>	<u>14.68</u>
Prior Months						
07/20	8.55	7.83	11.49	8.30	18.03	12.70
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
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 August 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 48,413	\$ 59,436	\$ (11,023)	\$ 84,250	\$ 356,616	\$ 297,180
Tenant Revenue - Other	2,211	5,050	(2,839)	9,666	30,300	25,250
Total Tenant Revenue	<u>\$ 50,624</u>	<u>\$ 64,486</u>	<u>\$ (13,862)</u>	<u>\$ 93,916</u>	<u>\$ 386,916</u>	<u>\$ 322,430</u>
HUD PHA Operating Grants	165,063	150,646	14,417	164,108	903,876	753,230
CFP Operational Income	(1,750)	-	(1,750)	955	150,000	150,000
Fraud Recovery and Other	8,565	130	8,435	131	7,106	6,976
		-				
Total Operating Revenue	<u>\$ 222,502</u>	<u>\$ 215,262</u>	<u>\$ 7,240</u>	<u>\$ 259,110</u>	<u>\$ 1,447,898</u>	<u>\$ 1,232,636</u>
Administrative Salaries	\$ 17,663	\$ 17,708	\$ (45)	\$ 16,838	\$ 93,485	\$ 75,777
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	19,303	19,901	(598)	20,310	119,403	99,503
Bookkeeping Fees	2,798	2,910	(112)	2,970	17,460	14,550
Employee Benefits Contributions - Admin	2,125	6,691	(4,566)	4,626	38,203	31,512
Office Expenses	8,018	7,848	170	4,830	45,338	37,490
Legal	-	3,600	(3,600)	-	18,700	15,100
Travel	-	200	(200)	93	1,200	1,000
Other	-	-	-	1,100	-	-
Tenant Services - Other	294	3,066	(2,772)	(696)	18,396	15,330
Water	15,469	18,000	(2,531)	16,187	109,600	91,600
Electricity	8,020	7,200	820	7,306	44,100	36,900
Gas	2,707	5,900	(3,193)	4,640	57,900	52,000
Other Utilities Expense	-	-	-	34	7,200	7,200
Ordinary Maintenance and Operations - Labor	15,765	16,087	(322)	12,369	85,040	68,953
Ordinary Maintenance and Operations - Materials	2,014	14,350	(12,336)	19,007	80,000	65,650
Ordinary Maintenance and Operations - Contract	25,119	75,560	(50,441)	46,141	435,240	359,680
Employee Benefits Contributions - Ordinary	7,006	8,981	(1,974)	8,544	50,097	41,116
Protective Services - Other Contract Costs	532	600	(68)	387	3,200	2,600
Property Insurance	7,104	7,218	(114)	8,596	46,917	39,699
Liability Insurance	2,786	2,786	(0)	3,144	18,109	15,323
Workers Compensation	-	298	(298)	149	1,788	1,490
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	3,238	2,706	532	6,983	20,486	17,780
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,099	2,334	(235)	4,695	11,502	9,168
Bad debt - Tenant Rents	(1,231)	5,000	(6,231)	21,381	30,000	25,000
Interest Expense	2,503	2,503	-	2,746	14,389	11,886
Total Operating Expenses	<u>\$ 143,333</u>	<u>\$ 231,870</u>	<u>\$ (88,537)</u>	<u>\$ 212,380</u>	<u>\$ 1,375,116</u>	<u>\$ 1,143,246</u>
Net Income (Loss)	<u>\$ 79,169</u>	<u>\$ (16,608)</u>	<u>\$ 95,777</u>	<u>\$ 46,730</u>	<u>\$ 72,782</u>	<u>\$ 89,390</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 42,991	\$ 61,760	\$ (18,769)	\$ 72,129	\$ 370,560	\$ 308,800
Tenant Revenue - Other	2,038	4,600	(2,562)	5,713	27,000	22,400
Total Tenant Revenue	<u>\$ 45,029</u>	<u>\$ 66,360</u>	<u>\$ (21,331)</u>	<u>\$ 77,842</u>	<u>\$ 397,560</u>	<u>\$ 331,200</u>
HUD PHA Operating Grants	188,001	176,486	11,515	186,235	1,058,916	882,430
CFP Operational Income	(1,750)	-	(1,750)	955	80,000	80,000
Fraud Recovery and Other	44	100	(56)	37	7,090	6,990
Total Operating Revenue	<u>\$ 231,324</u>	<u>\$ 242,946</u>	<u>\$ (11,622)</u>	<u>\$ 265,069</u>	<u>\$ 1,543,566</u>	<u>\$ 1,300,620</u>
Administrative Salaries	\$ 18,337	\$ 18,221	\$ 116	\$ 17,278	\$ 95,744	\$ 77,523
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	22,356	21,644	712	22,157	129,866	108,222
Bookkeeping Fees	3,240	3,165	75	3,241	18,990	15,825
Employee Benefits Contributions - Admin	4,248	6,249	(2,001)	7,399	35,508	29,260
Office Expenses	7,937	6,182	1,755	5,311	48,660	42,478
Legal	80	3,560	(3,480)	1,036	27,215	23,655
Travel	-	160	(160)	154	960	800
Other	-	-	-	(389)	300	300
Tenant Services - Other	650	3,866	(3,216)	857	23,196	19,330
Water	19,046	17,450	1,596	17,413	110,550	93,100
Electricity	5,032	5,650	(618)	5,063	32,720	27,070
Gas	2,776	2,720	56	2,455	57,520	54,800
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	12,858	17,311	(4,453)	19,045	91,473	74,162
Ordinary Maintenance and Operations - Material	9,687	14,400	(4,713)	7,936	81,710	67,310
Ordinary Maintenance and Operations - Contrac	55,382	84,400	(29,018)	63,079	485,750	401,350
Employee Benefits Contributions - Ordinary	9,616	11,539	(1,923)	10,961	64,887	53,347
Protective Services - Other Contract Costs	622	630	(8)	622	3,780	3,150
Property Insurance	7,268	7,268	0	7,641	47,242	39,974
Liability Insurance	2,716	2,716	0	2,545	17,654	14,938
Workers Compensation	-	324	(324)	162	1,944	1,620
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	3,432	3,464	(32)	6,789	26,439	22,975
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,405	3,434	(2,029)	4,642	16,017	12,583
Bad debt - Tenant Rents	2,091	1,600	491	809	9,600	8,000
Interest Expense	4,171	4,171	-	4,576	23,981	19,810
Total Operating Expenses	<u>\$ 192,952</u>	<u>\$ 240,550</u>	<u>\$ (47,598)</u>	<u>\$ 210,782</u>	<u>\$ 1,467,121</u>	<u>\$ 1,226,571</u>
Net Income (Loss)	<u>\$ 38,372</u>	<u>\$ 2,396</u>	<u>\$ 35,976</u>	<u>\$ 54,287</u>	<u>\$ 76,445</u>	<u>\$ 74,049</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 32,351	\$ 50,520	\$ (18,169)	\$ 53,334	\$ 303,120	\$ 252,600
Tenant Revenue - Other	424	9,040	(8,616)	18,558	54,240	45,200
Total Tenant Revenue	<u>\$ 32,775</u>	<u>\$ 59,560</u>	<u>\$ (26,785)</u>	<u>\$ 71,892</u>	<u>\$ 357,360</u>	<u>\$ 297,800</u>
HUD PHA Operating Grants	173,070	159,010	14,060	168,598	954,060	795,050
CFP Operational Income	(1,750)	-	(1,750)	955	155,000	155,000
Fraud Recovery and Other	132	230	(98)	266	7,806	7,576
Total Operating Revenue	<u>\$ 204,227</u>	<u>\$ 218,800</u>	<u>\$ (14,573)</u>	<u>\$ 241,711</u>	<u>\$ 1,474,226</u>	<u>\$ 1,255,426</u>
Administrative Salaries	\$ 20,923	\$ 17,642	\$ 3,282	\$ 15,939	\$ 92,679	\$ 75,038
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	21,321	20,926	395	21,286	125,558	104,632
Bookkeeping Fees	3,091	3,060	31	3,068	18,360	15,300
Employee Benefits Contributions - Admin	4,264	8,247	(3,983)	4,419	46,681	38,435
Office Expenses	6,444	9,348	(2,904)	4,889	39,241	29,893
Legal	21	5,000	(4,979)	100	30,000	25,000
Travel	-	-	-	-	-	-
Other	-	1,000	(1,000)	(96)	6,000	5,000
Tenant Services - Other	969	3,066	(2,097)	505	18,396	15,330
Water	12,657	12,000	657	11,360	73,500	61,500
Electricity	7,383	7,600	(217)	7,110	47,600	40,000
Gas	3,910	3,700	210	3,657	40,700	37,000
Other Utilities Expense	80	100	(20)	44	13,500	13,400
Ordinary Maintenance and Operations - Labor	11,177	18,474	(7,297)	17,286	97,648	79,174
Ordinary Maintenance and Operations - Material	4,292	16,000	(11,708)	33,482	94,400	78,400
Ordinary Maintenance and Operations - Contrac	28,867	70,200	(41,333)	78,111	417,200	347,000
Employee Benefits Contributions - Ordinary	8,010	10,062	(2,053)	7,994	58,195	48,133
Protective Services - Other Contract Costs	690	600	90	590	3,600	3,000
Property Insurance	9,429	9,428	1	10,825	61,282	51,854
Liability Insurance	3,381	3,382	(1)	5,009	21,983	18,601
Workers Compensation	-	314	(314)	157	1,884	1,570
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	2,918	3,310	(392)	6,709	24,360	21,050
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	825	2,282	(1,457)	155	11,492	9,210
Bad debt - Tenant Rents	(151)	4,400	(4,551)	16,005	26,400	22,000
Interest Expense	2,464	2,464	-	2,703	14,166	11,702
Total Operating Expenses	<u>\$ 152,965</u>	<u>\$ 233,030</u>	<u>\$ (80,065)</u>	<u>\$ 251,307</u>	<u>\$ 1,392,191</u>	<u>\$ 1,159,161</u>
Net Income (Loss)	<u>\$ 51,263</u>	<u>\$ (14,230)</u>	<u>\$ 65,492</u>	<u>\$ (9,596)</u>	<u>\$ 82,035</u>	<u>\$ 96,265</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 47,041	\$ 52,600	\$ (5,559)	\$ 60,399	\$ 315,600	\$ 263,000
Tenant Revenue - Other	3,334	4,080	(746)	1,383	24,480	20,400
Total Tenant Revenue	<u>\$ 50,375</u>	<u>\$ 56,680</u>	<u>\$ (6,305)</u>	<u>\$ 61,782</u>	<u>\$ 340,080</u>	<u>\$ 283,400</u>
HUD PHA Operating Grants	123,944	110,342	13,602	123,043	662,052	551,710
CFP Operational Income	(1,750)	-	(1,750)	955	227,623	227,623
Fraud Recovery and Other	1,489	766	723	20,207	11,022	10,256
Total Operating Revenue	<u>\$ 174,058</u>	<u>\$ 167,788</u>	<u>\$ 6,270</u>	<u>\$ 205,987</u>	<u>\$ 1,240,777</u>	<u>\$ 1,072,989</u>
Administrative Salaries	\$ 13,460	\$ 13,762	\$ (302)	\$ 17,360	\$ 73,230	\$ 59,468
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	18,889	19,490	(601)	19,696	116,941	97,451
Bookkeeping Fees	2,738	2,850	(112)	2,947	17,100	14,250
Employee Benefits Contributions - Admin	7,170	7,184	(13)	8,257	41,741	34,557
Office Expenses	9,561	8,596	965	4,931	41,249	32,653
Legal	-	2,750	(2,750)	-	16,500	13,750
Travel	-	-	-	-	-	-
Other	-	-	-	247	-	-
Tenant Services - Other	900	2,000	(1,100)	1,000	12,000	10,000
Water	31,070	33,200	(2,130)	31,550	204,200	171,000
Electricity	20,767	19,300	1,467	18,983	118,500	99,200
Gas	2,110	1,800	310	3,407	47,000	45,200
Other Utilities Expense	69	60	9	58	1,515	1,455
Ordinary Maintenance and Operations - Labor	22,798	20,310	2,488	18,202	106,684	86,374
Ordinary Maintenance and Operations - Material	2,501	11,392	(8,891)	9,365	66,752	55,360
Ordinary Maintenance and Operations - Contrac	15,818	19,020	(3,202)	25,707	117,225	98,205
Employee Benefits Contributions - Ordinary	11,252	10,581	672	7,781	59,225	48,645
Protective Services - Other Contract Costs	318	340	(22)	318	2,040	1,700
Property Insurance	9,312	9,312	(0)	4,457	60,528	51,216
Liability Insurance	4,337	4,336	1	3,294	28,184	23,848
Workers Compensation	-	292	(292)	146	1,752	1,460
All Other Insurance	-	425	(425)	-	1,700	1,275
Other General Expenses	3,235	3,184	51	2,597	19,104	15,920
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(706)	(320)	(386)	647	(6,310)	(5,990)
Bad debt - Tenant Rents	159	1,500	(1,341)	(6)	9,000	7,500
Interest Expense	563	563	-	617	3,235	2,672
Total Operating Expenses	<u>\$ 176,319</u>	<u>\$ 191,927</u>	<u>\$ (15,608)</u>	<u>\$ 181,561</u>	<u>\$ 1,164,761</u>	<u>\$ 972,834</u>
Net Income (Loss)	<u>\$ (2,261)</u>	<u>\$ (24,139)</u>	<u>\$ 21,878</u>	<u>\$ 24,426</u>	<u>\$ 76,016</u>	<u>\$ 100,155</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 170,796	\$ 224,316	\$ (53,520)	\$ 270,112	\$ 1,345,896	\$ 1,121,580
Tenant Revenue - Other	8,007	22,770	(14,763)	35,320	136,020	113,250
Total Tenant Revenue	<u>\$ 178,803</u>	<u>\$ 247,086</u>	<u>\$ (68,283)</u>	<u>\$ 305,432</u>	<u>\$ 1,481,916</u>	<u>\$ 1,234,830</u>
HUD PHA Operating Grants	650,077	596,484	53,593	641,984	3,578,904	2,982,420
CFP Operational Income	(7,000)	-	(7,000)	3,820	612,623	612,623
Fraud Recovery and Other	10,231	1,226	9,005	20,641	33,024	31,798
Total Operating Revenue	<u>\$ 832,111</u>	<u>\$ 844,796</u>	<u>\$ (12,685)</u>	<u>\$ 971,877</u>	<u>\$ 5,706,467</u>	<u>\$ 4,861,671</u>
Administrative Salaries	\$ 70,383	\$ 67,333	\$ 3,050	\$ 67,415	\$ 355,139	\$ 287,806
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	81,869	81,961	(92)	83,449	491,769	409,807
Bookkeeping Fees	11,867	11,985	(118)	12,226	71,910	59,925
Employee Benefits Contributions - Administrative	17,807	28,370	(10,563)	24,701	162,133	133,763
Office Expenses	31,961	31,974	(13)	19,961	174,488	142,514
Legal Expense	101	14,910	(14,809)	1,136	92,415	77,505
Travel	-	360	(360)	247	2,160	1,800
Other	-	1,000	(1,000)	862	6,300	5,300
Tenant Services - Other	2,813	11,998	(9,185)	1,666	71,988	59,990
Water	78,242	80,650	(2,408)	76,510	497,850	417,200
Electricity	41,202	39,750	1,452	38,462	242,920	203,170
Gas	11,503	14,120	(2,617)	14,159	203,120	189,000
Other Utilities Expense	149	160	(11)	136	30,265	30,105
Ordinary Maintenance and Operations - Labor	62,598	72,182	(9,584)	66,902	380,845	308,663
Ordinary Maintenance and Operations - Material	18,493	56,142	(37,649)	69,790	322,862	266,720
Ordinary Maintenance and Operations - Contract	125,186	249,180	(123,994)	213,038	1,455,415	1,206,235
Employee Benefits Contributions - Ordinary	35,885	41,163	(5,278)	35,280	232,404	191,241
Protective Services - Other Contract Costs	2,163	2,170	(8)	1,917	12,620	10,450
Property Insurance	33,113	33,226	(113)	31,519	215,969	182,743
Liability Insurance	13,220	13,220	(0)	13,992	85,930	72,710
Workers Compensation	-	1,228	(1,228)	614	7,368	6,140
All Other Insurance	-	1,700	(1,700)	-	6,800	5,100
Other General Expenses	12,824	12,664	160	23,078	90,389	77,725
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	3,622	7,730	(4,108)	10,139	32,701	24,971
Bad debt - Tenant Rents	868	12,500	(11,632)	38,189	75,000	62,500
Interest Expense	9,700	9,700	-	10,642	55,770	46,070
Total Operating Expenses	<u>\$ 665,568</u>	<u>\$ 897,376</u>	<u>\$ (231,808)</u>	<u>\$ 856,030</u>	<u>\$ 5,399,189</u>	<u>\$ 4,501,813</u>
Net Income (Loss)	<u>\$ 166,543</u>	<u>\$ (52,580)</u>	<u>\$ 219,123</u>	<u>\$ 115,847</u>	<u>\$ 307,278</u>	<u>\$ 359,858</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 114,935	\$ 114,414	\$ 521	\$ 118,049	\$ 931,532	\$ 817,118
Bookkeeping Fees Income	11,867	11,985	(118)	12,160	71,910	59,925
Fraud Recovery and Other	8,855	9,400	(545)	9,965	79,530	70,130
Total Operating Revenue	\$ 135,657	\$ 135,799	\$ (142)	\$ 140,174	\$ 1,082,972	\$ 947,173
Administrative Salaries	\$ 27,182	\$ 27,215	\$ (33)	\$ 26,416	\$ 143,359	\$ 116,144
Auditing Fees	-	-	-	-	5,665	5,665
Employee Benefits Contributions - Admin	6,339	7,940	(1,601)	8,347	45,022	37,082
Office Expenses	14,366	12,064	2,302	18,459	77,419	65,355
Legal	-	4,100	(4,100)	1,251	17,600	13,500
Travel	-	-	-	-	8,100	8,100
Other	11	5,000	(4,989)	13,169	30,704	25,704
Tenant Services - Other	-	-	-	4,006	-	-
Water	175	290	(115)	418	1,740	1,450
Electricity	1,719	2,900	(1,181)	2,832	14,400	11,500
Gas	105	100	5	74	2,815	2,715
Other Utilities Expense	71	-	71	29	500	500
Ordinary Maintenance and Operations - Materia	200	-	200	-	-	-
Ordinary Maintenance and Operations - Contrac	37,787	1,018	36,769	1,137	6,708	5,690
Protective Services - Other Contract Costs	100	-	100	-	665	665
Property Insurance	382	382	(0)	318	2,483	2,101
Liability Insurance	113	226	(113)	113	1,469	1,243
Workers Compensation	-	600	(600)	93	3,600	3,000
All Other Insurance	-	-	-	2,388	-	-
Other General Expenses	36,186	52,172	(15,986)	29,275	313,032	260,860
Compensated Absences	-	-	-	-	-	-
Interest Expense	260	260	-	490	970	710
Total Operating Expenses	\$ 124,994	\$ 114,267	\$ 10,727	\$ 108,815	\$ 676,251	\$ 561,984
Net Income (Loss)	\$ 10,663	\$ 21,532	\$ (10,869)	\$ 31,359	\$ 406,721	\$ 385,189

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 2,034,498	\$ 2,077,174	\$ (42,676)	\$ 2,352,237	\$ 12,463,044	\$ 10,385,870
Other Revenue	16	-	16	51	-	-
Fraud Recovery and Other	2,776	2,030	746	5,072	12,180	10,150
Total Operating Revenue	<u>\$ 2,037,290</u>	<u>\$ 2,079,204</u>	<u>\$ (41,914)</u>	<u>\$ 2,357,360</u>	<u>\$ 12,475,224</u>	<u>\$ 10,396,020</u>
Administrative Salaries	\$ 61,832	\$ 64,303	\$ (2,472)	\$ 60,772	\$ 330,281	\$ 265,978
Auditing Fees	-	-	-	-	28,325	28,325
Management Fees	33,066	32,452	614	34,600	194,714	162,262
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	12,031	18,457	(6,427)	13,279	104,548	86,091
Office Expenses	40,261	40,336	(75)	33,637	146,630	106,294
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	13,200	(13,200)	200	60,200	47,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	228	100	128	115	400	300
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	1,288	676	612	4,490	4,056	-
Protective services - Other Contract Costs	-	-	-	-	200	200
Property Insurance	-	-	-	-	-	-
Liability Insurance	3,313	3,314	(1)	2,545	21,541	18,227
Workers Compensation	-	1,400	(1,400)	1,183	8,400	7,000
All Other Insurance	-	-	-	-	-	-
Other General Expenses	2,839	3,245	(406)	6,890	27,020	23,775
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	1,920,044	1,914,912	5,132	1,892,687	11,489,472	9,574,560
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 2,074,902</u>	<u>\$ 2,092,396</u>	<u>\$ (17,495)</u>	<u>\$ 2,050,398</u>	<u>\$ 12,415,787</u>	<u>\$ 10,323,391</u>
Net Income (Loss)	<u>\$ (37,611)</u>	<u>\$ (13,192)</u>	<u>\$ (24,419)</u>	<u>\$ 306,962</u>	<u>\$ 59,437</u>	<u>\$ 72,629</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	26,647.78	666,612.56
1010-0000-112200 Accounts Receivable	(989.05)	19,884.30
1010-0000-112201 Allowance for Doubtful Accounts	1,230.56	(8,152.56)
1010-0000-112220 A/R Repayment Agreement	(126.00)	214.00
1010-2010-112500 Accounts Receivable HUD	(75.00)	-
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	12,662.88	(36,758.74)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(5,402.32)	2,305.67
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	33,948.85	4,132,809.79
LIABILITIES		
1010-0000-200000 OPEB Liability	-	108,652.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	(2,375.23)	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(802.00)	31,913.60
1010-0000-211999 Tenant Refunds	662.00	6,559.67
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	1,057.55	15,171.69
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(3,040.54)	325,532.66
1010-0000-260601 Note Payable - Curr - PNC	-	37,051.98
TOTAL LIABILITIES	(4,498.22)	811,565.48
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	38,447.07	880,861.37
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	38,447.07	3,321,244.31
TOTAL LIABILITES & EQUITY	33,948.85	4,132,809.79

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

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	12,773.12	705,657.27
1020-0000-112200 Accounts Receivable	5,851.00	23,884.19
1020-0000-112201 Allowance for Doubtful Accounts	(1,914.91)	(9,792.52)
1020-0000-112220 A/R Repayment Agreement	(78.00)	539.00
1020-2010-112500 Accounts Receivable HUD	(56.25)	-
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	(8,555.17)	(30,303.40)
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(4,992.43)	2,732.96
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	3,027.36	5,524,486.09
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	(2,769.53)	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(242.00)	37,840.00
1020-0000-211999 Tenant Refunds	324.00	9,889.53
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	644.94	21,381.90
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(5,067.56)	542,554.45
1020-0000-260601 Note Payable - Curr - PNC	-	61,753.30
TOTAL LIABILITIES	(7,110.15)	984,964.78
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	10,137.51	3,366.16
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	10,137.51	4,539,521.31
TOTAL LIABILITIES & EQUITY	3,027.36	5,524,486.09

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	2,213.69	739,793.73
1080-0000-112200 Accounts Receivable	(9,744.00)	27,666.95
1080-0000-112201 Allowance for Doubtful Accounts	2,254.92	(11,343.45)
1080-0000-112220 A/R Repayment Agreement	(584.00)	1,227.62
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	22,917.96	(23,228.01)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(6,404.96)	2,646.47
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	10,597.36	5,027,508.58
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	(836.57)	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	(8.00)	40,612.00
1080-0000-211999 Tenant Refunds	(52.00)	7,450.75
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	486.76	10,778.76
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(2,993.40)	320,485.65
1080-0000-260601 Note Payable - Curr - PNC	-	36,477.53
TOTAL LIABILITIES	(3,403.21)	820,393.94
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	14,000.57	185,504.22
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	14,000.57	4,207,114.64
TOTAL LIABILITIES & EQUITY	10,597.36	5,027,508.58

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	(19,770.30)	646,637.12
1090-0000-112200 Accounts Receivable	381.66	29,844.21
1090-0000-112201 Allowance for Doubtful Accounts	(957.33)	(12,236.13)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-2010-112500 Accounts Receivable HUD	(75.00)	-
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	11,930.25	(32,334.24)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(6,595.15)	2,599.12
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	(15,085.87)	3,922,089.12
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	(3,656.07)	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(78.00)	23,010.00
1090-0000-211999 Tenant Refunds	(167.04)	9,211.92
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	(635.97)	(8,217.64)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(683.53)	73,181.76
1090-0000-260601 Note Payable - Curr - PNC	-	8,329.51
TOTAL LIABILITIES	(5,220.61)	487,605.90
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	(9,865.26)	49,777.47
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	(9,865.26)	3,434,483.22
TOTAL LIABILITES & EQUITY	(15,085.87)	3,922,089.12

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(100.00)	71,401.04
5005-0000-111111 Chase Checking	(60,551.85)	569,795.74
5005-0000-112500 Accounts Receivable HUD	51,921.25	600,669.24
5005-0000-112954 Accounts Receivables-Misc	25,912.50	(4,000.00)
5005-1010-115700 Intercompany	(12,662.88)	36,758.74
5005-1020-115700 Intercompany	8,555.17	30,303.40
5005-1080-115700 Intercompany	(22,917.96)	23,228.01
5005-1090-115700 Intercompany	(11,930.25)	32,334.24
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(4,777.95)	51,563.42
5005-8002-115700 Intercompany	813.59	97,756.76
5005-8005-115700 Intercompany	(5,682.23)	(6,747.25)
5005-8010-115700 Intercompany	(16.54)	4,617.17
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	899.28	10,219.94
5005-0000-121200 Prepaid - Other	-	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>(30,537.87)</u>	<u>3,037,096.38</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	(2,683.49)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(255.00)	(510.00)
5005-0000-211704 Health Insurance W/H	-	-
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	-	4,655.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,875.02)	(1,416.76)
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
TOTAL LIABILITIES	<u>(7,813.51)</u>	<u>309,646.75</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	(22,724.36)	338,237.89
5005-0000-282000 Income and Expense Clearing	-	2,360,663.45
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>(22,724.36)</u>	<u>2,727,449.63</u>
TOTAL LIABILITES & EQUITY	<u>(30,537.87)</u>	<u>3,037,096.38</u>

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	232,121.45	1,094,916.37
8002-0000-111111 Chase Checking	(35,255.12)	445,048.89
8002-0000-112200 Accounts Receivable	(72.13)	(72.13)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	4,777.95	(51,563.42)
8002-5005-115700 Intercompany	(813.59)	(97,756.76)
8001-0000-121100 Prepaid Insurance	(1,656.62)	7.55
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	199,101.94	1,538,288.50
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	(1,334.48)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	240,023.00	412,826.11
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	238,688.52	863,542.29
EQUITY		
8001-0000-280500 Unrestricted Net Assets	(3,445.74)	(291,375.31)
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	(36,140.84)	395,819.89
8002-0000-282000 Income and Expense Clearing	-	57,031,957.83
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	(39,586.58)	674,746.21
TOTAL LIABILITES & EQUITY	199,101.94	1,538,288.50



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September 23, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator is working on scheduling new participant orientations for the month of October. The goal is to enroll several more participants.

HCV Orientations:

LHC had four (4) orientations during the month of August 2020 and forty (40) vouchers were issued.

Zero (0) VASH orientation was held for the month of August 2020, and three (3) vouchers were issued with the assistance of community partners.

Waiting List:

The waiting list was open from August 13 to August 17, 2020. The electronic applications took in approximately 1300 applications.

Department Initiatives:

In the HCV Program there are currently 1,750 vouchers housed in all its programs. Forty nine participants are with the Shelter Plus Care Program (S+C), 75 are housed under the Permanent Supportive Housing Program (PSH), and 144 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,482 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

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

August Voucher Program Total Units	1,863
August Traditional HCV Utilization	1626
August % Utilized Units	86%

Voucher Disbursement

HUD July HAP Disbursement	\$930,024
LHC July HAP/UAP Disbursement	\$923,085
% Voucher Funding Utilization	99%

HUD August HAP Disbursement	\$930,024
LHC August HAP/UAP Disbursement	\$915,868.35
% 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 four (4) 24-hour deficiencies and twenty-two (22) 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 August 31, 2020, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 98%. 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.





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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.

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 08/31/2020





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September 23, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August 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 August. LHC Unit Months Leased (UML) was 789 (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 90% at the end of August. There was zero (0) households moved in, one (1) residents moved out, and zero (0) unit transfers. The UML was 183 which equals 90%. At the end of August, Mt. Vernon had a total of 16 open work orders.

Hildebrandt Park occupancy was 98% at the end of August. There was one (1) households moved in, zero (0) resident moved out, and zero (0) unit transfers. The UML was 216 which equals 98%. At the end of August, Hildebrandt had a total of 34 open work orders.

LaRoy Froh occupancy was 97% at the end of August. There was zero (0) household moved in, zero (0) residents moved out, zero (0) unit transfers. The UML was 207 which equals 97%. At the end of August, LaRoy Froh had a total of 57 open work orders.





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South Washington Park occupancy was 93% at the end of August. There were one (1) households moved in, two (2) resident moved out, and one (1) unit transfer. The UML was 183 which equals 93%. At the end of August, South Washington had a total of 30 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	183	91%	0	1	0	0
Hildebrandt	220	216	98%	1	0	0	0
LaRoy Froh	213	207	97%	0	0	0	0
S. Washington	197	183	93%	1	2	1	0
Totals	832	789	95%	2	3	1	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 24,830	\$ 29,315	\$ 0	118%
Hildebrandt	\$ 21,395	\$ 23,554.25	\$ 0	110%
LaRoy Froh	\$ 23,055	\$ 39,117	\$ 0	170%
S. Washington	\$ 25,403	\$ 26,618.98	\$ 0	105%
Totals	\$ 94,683	\$118,605.23	\$ 0	125%





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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	231	TBD	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	319	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	182	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	307	TBD	\$4,000	Vacant due to RAD
3304 N Waverly	3	5-18-20	105	TBD	N/A	Vacant due to RAD
3260 N Waverly	3	2-10-20	203	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	238	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	168	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	168	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	161	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	161	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	140	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	132	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	28	TBD	N/A	Vacant due to RAD
3868 Wilson	1	8-3-20	28	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	21	TBD	N/A	Vacant due to RAD
3356 N Waverly	4	6-4-20	83	TBD	N/A	Vacant due to RAD
3858 Wilson	1	7-1-20	41	TBD	N/A	Vacant due to RAD
3868 Wilson	1	7-30-20	30	TBD	N/A	Vacant due to RAD





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Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-1243 Allen	3	7-1-20	75	9-30-20	\$4260	This is a transfer, transfer date at EOM
3208-E Turner	4	8-1-20	45	9-18-20	\$4100	
103-2117 Forest	2	6-15-20	85	9-18-20	\$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	113			Completing rehab.
111-6065 Southbrook	2	12-20-19	245			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	199			Completing Rehab
111-2524 Reo Rd	2	12-1-19	259			Ready waiting on applicant.
111-6215 Grovenburg	3	3-2-20	181			Completing Rehab
11-2370 Reo Rd	1	4-1-20	180			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	153			
112-3200 S Washington 226	1	3-10-20	174			
112-3200 S Washington 301	1	3-15-20	169			
112-3200 S Washington 320	1	6-1-20	91			
112-2716 Fireside	4	6-1-20	91			
112-3200 S Washington 402	1	4-30-20	123			
112-3200 S Washington 409	1	4-6-20	147			
112-3200 S Washington 115	1	8-5-20	26			
112-3200 S Washington 514	1	11-7-19	298			
112-3200 S Washington 515	1	1-30-20	214			
112-3200 S Washington 524	1	5-18-20	105			
112-3200 S Washington 535	1	1-8-20	236			
112-3200 S Washington 533	1	7-20-20	42			
112-3200 S Washington 509	1	8-13-20	18			
112-3200 S Washington 527	1	8-18-20	13			
112-3200 S Washington 333	1	8-21-20	10			

