



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

Agenda  
Lansing Housing Commission  
October 28, 2020

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of September 23, 2020

2. Action Items:

- a. Resolution 1322 - MERS Defined Benefit Plan Adoption Agreement
- b. ED Contract Extension

3. Informational Items:

- a. Finance Report September 2020 Steven Raiche
- b. Housing Choice Voucher September 2020
- c. Asset Management Report September 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
  - b. Resident Services 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 September 23, 2020

Commissioner Robinson called the meeting to order at 5:32 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Emma Henry, Don Sober. Loria Hall present 5:37pm and Michael McKissic.

**STAFF:**

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

**Guests:**

None

Commissioner Sober moved and Commissioner Hall seconded a motion to approve the minutes of the August 26, 2020 commission meeting. **The Motion was approved by all members present.**

**Action Items:**

Resolution 1320 – Approval of Payment Standards 2021

Payment standards for HCV programs. This is an increase from last year. A 10% maximum increase is allowed by HUD. Kim provided the request for an increase to the Board. These are used to determine rent calculations and approval for new housing. These standards are the basis on how HCV does rental calculations

Commissioner Sober moved and Commissioner Hall seconded a motion to approve Resolution 1320 Payment Standards. **The Motion was approved by all members present.**

Resolution 1321 – Approval of Utility Allowances 2021

This is based on a utility standard study required by HUD annually. The Utility cost in our jurisdiction has increased by more than 6%. The study was made available to Board





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members prior to today's meeting. LHC – HCV is requesting approval of these utility allowances to help determine the amount for rental calculation.

Commissioner Hall moved and Commissioner Sober seconded a motion to approve Resolution 1321 Utility Allowances. **The Motion was approved by all members present.**

#### **Added Action Item:**

Approval of RFP for Tuck-Pointing at SWP – Katrina Greeley

RFP to get Brick Façade at SWP resolved. Three bids were received. One from a Davenport group, a second from Pulmon Masonry, the third from RAMs services. Pulmon and RAM both came in very close in price. RAM had significantly more square foot of what they would replace this year and included cleaning in the ceiling and the exterior. (When it comes to masonry outside, weather must maintain 50 degrees) Both provided an estimate of how much of the building they could complete before snowfall this year. RAM – cost is \$352,000 to complete 50% of building. Pulmon – can only complete 25% of building before first snow fall.

Doug – Tuck-Pointing capital work has been approved by HUD already for Capital Funds. This will also help with the roof repairs because completing the tuck-pointing work will resolve leak concerns. Only half can be completed now with Capital Funds, the remaining 50% will be completed during RAD.

LCH would like to select RAM for the tuck-pointing repairs for \$352,000 for the use of Capital Funds.

Commissioner Sober moved and Commissioner Hall seconded a motion to approve the Tuck-pointing at SWP with RAM. **The Motion was approved by all members present.**

#### **Informational Items:**

Finance Report August 2020

Steven Raiche

- August numbers continue to be ahead of budget. All LHC locations are profitable each month. A couple items look like they are slightly out of sync, but this is due to timing issues.





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- Doug Fleming – A number of residents completed interims as a result of COVID related income loss. There was an Eviction Moratorium in June/July that prevented LHC from adding late fees and evicting residents. At the end of July, the Eviction Diversion Program began which is assisting residents with back payment. About 3 weeks ago, the CDC announced that if residents meet the criteria, they cannot be evicted. If LCH can prove that the statement is untrue, the eviction can continue.
- Steven Raiche – Audit update: We are in the middle of the yearend audit. Auditors came out the week of Labor Day. Primary focus was on HCV program and the vouchers issued. There is currently one open item that is in the process of being wrapped up. Beginning Monday of next week, they will focus on the year end numbers. All requested documents have been given to the auditors. There will be a better update next month on where the auditors are as well as finalizing the audit. The target is to have the audit completed by December 1<sup>st</sup>.

#### Housing Choice Voucher August 2020

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

- HCV is working on getting the audit information for the auditors. This is the first year there was an audit with the new scanning system. This went more smoothly than anticipated. Finished off old waitlist, 2 orientations were held yesterday and will hold 2 more tomorrow. This closes out the 2018 waiting list.
- 50 applicants were pulled from the new waiting list that was opened about a month ago. Offers will be sent out by the end of the week.
- The national average is about 5.5 months from the time you pull someone off the waiting list to when you house them.

#### Asset Management Report – June 2020

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson, MVP had an occupancy rate of 89% at the end of August. There was zero (0) move-in, one (1) move outs and zero (0) transfer.







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The current occupancy rate is 89%. There are 21 vacancies. There are 20 open work orders. Average open work orders are 20 days old.

Positive Note: COVID testing will be onsite next week, all residents have been notified.

**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily, HP had an occupancy rate of 98% at the end of August. There were one (1) move-ins, zero (0) move-outs and zero (0) transfer.

The current occupancy rate is 98%. There are 3 vacancies. There are 41 open work orders. Average open work orders are 35 days old.

Positive Note: Onsite COVID testing at Hildebrandt Park in 2 weeks.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marcus Hardy, LRF had an occupancy rate of 94% at the end of August. There was zero (0) move-in, zero (0) move-outs and zero (0) transfers.

The current occupancy rate is 94%. There are 6 vacancies. 1 move-in ready. There are 57 open work orders.

Positive Note: COVID testing at LRF tomorrow between 2PM and 3PM.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy, SWP had an occupancy rate of 92% at the end of August. There were one (1) move-ins, two (2) move-out and one (1) transfer.

The current occupancy rate is 92%. There were fifteen (15) vacant units, Units will begin to be rehabbed to clear stats for when construction starts. There are 30 open work orders.

Positive Note: COVID testing onsite today, 24 residents were tested.

#### **Discussion Items:**

RAD Presentation – Sam Spadafore

(a) PowerPoint will be provided to the Board

- See attached presentation

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting October 28, 2020

Lansing Housing Commission Minutes September 23, 2020

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**Other Items:** None

**Executive Director's Comments:**

**Activities**

**Capital Projects**

- ERU (air conditioning unit) install at SWP – currently being finalized, working on for the last 4-6 weeks.
- Roof Replacement at SWP – currently being finalized, working on for the last 4-6 weeks.
- RFP for tuck pointing at SWP – this is scheduled to begin Monday.
- Valve installation at SWP – active project, currently being completed.

Staff Changes – open positions, began looking at resumes the last couple of weeks. Looking for another Senior Maintenance staff for LHC.

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

**RAD Activities**

- Disposal of Scattered Sites (Section 18)
  - Quick Claim Deeds and MOU at City of Lansing for signatures.
  - Weekly development and architect/General Contractors meetings.

**Other Activities**

- Resident eviction diversion program – CDC guidance – management working with EDP to ensure residents receive assistance during this challenging time.
- Meeting with MAG on new management – working with Michigan Asset Group (MAG) for the transition of management staff to MAG staff
- Lansing Chamber meeting – There will be a publishing where Doug and Ryan were interviewed, look for this through the Lansing Chamber
- Applied Imaging – copy/scanner replacement – the scanners and copiers we currently have are 9 years old. These need to be replaced soon so LHC is looking to do this.
- Mikkie Droste – Development Potential – associated with CAHP, in talks about development ideas for the area.







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- General Capital Group – Development potential, in talks with about development ideas for the area.
- COL – Development potential, met with COL and had dinner with Brian McGrain about things that can be done in the future for affordable housing. LHC name is out there for talks regarding new affordable housing developments.
- SWP residents were requested to submit names for a name change. Names have been submitted. The winner will get a prize package. The only requirement for the name change is that "Senior" be included in the name.
- Working with LSD to use cities as study centers for children who do not have WiFi so that they can complete their classwork.
- Quarterly newsletter will go out next week.
- Doug is reviewing Oliver Gardens budget with MAG. LHC properties will be used as locations for free COVID testing, residents may even receive gift cards and flu testing as well.

**President's Comments:**

September marks Doug's 2-year anniversary with the Housing Commission.

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

**Other Business:** None

**Adjournment:** The meeting was adjourned at 6:37 p.m.

Ryan Robinson, Chair

Date

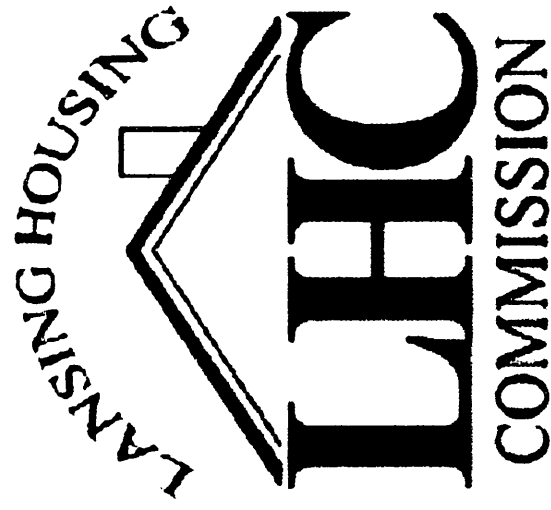
10/30/2020

Doug Fleming, Acting Secretary

Date

11.5.2020





**Lansing Housing Commission (LHC)**

**September Board Meeting**

**September 22, 2020**

## Agenda

1

Provide update on the RAD process for each site

2

Discuss significant changes at the time of the MVP financial close

3

Review construction budget scenario planning process

4

Provide update on property ownership process with City of Lansing and Section 18



## LHC has experienced delays in the closing process for both Mount Vernon Park and South Washington Park

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%)	✓	✓	✓	✓	✓	✓	Nov 2020	Dec 2020
	2 South Washington (9%)	✓	✓	✓	✓	✓	✓	Dec 2020	Dec 2020
Closing dates have been pushed back, LHC has been informed this is normal for the process and does not create significant risk									
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	✓	✓	Fall 2020	Winter 2021	Spring 2021
	4 LaRoy Froh (4%)	✓	✓	✓	✓	✓	Fall 2020	Winter 2021	Spring 2021

## At the time of the MVP close LHC will realign site management and maintenance teams from AMP based model to a new operating model

AMP Based Model		
Community Units	Scattered Sites	Team
Hildebrandt Park 152*	68	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (1)</li> <li>• Maintenance (2)</li> </ul>
LaRoy Froh 100	106	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (1)</li> <li>• Maintenance (2)</li> </ul>
Mount Vernon Park 140	62	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (1)</li> <li>• Maintenance (2)</li> </ul>
South Washington Park 187	11	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (1)</li> <li>• Maintenance (2)</li> </ul>

Future State Operating Model		
Community Units	Scattered Sites	Team
North 240	0	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (2)</li> <li>• Maintenance (2)</li> </ul>
South 287	0	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (2)</li> <li>• Maintenance (2)</li> </ul>
Scattered Sites 52*	227	<ul style="list-style-type: none"> <li>• Manager (1)</li> <li>• Asst. Manager (1)</li> <li>• Maintenance (1)</li> </ul>
Shared Support 0	0	<ul style="list-style-type: none"> <li>• Maintenance (1)</li> </ul>

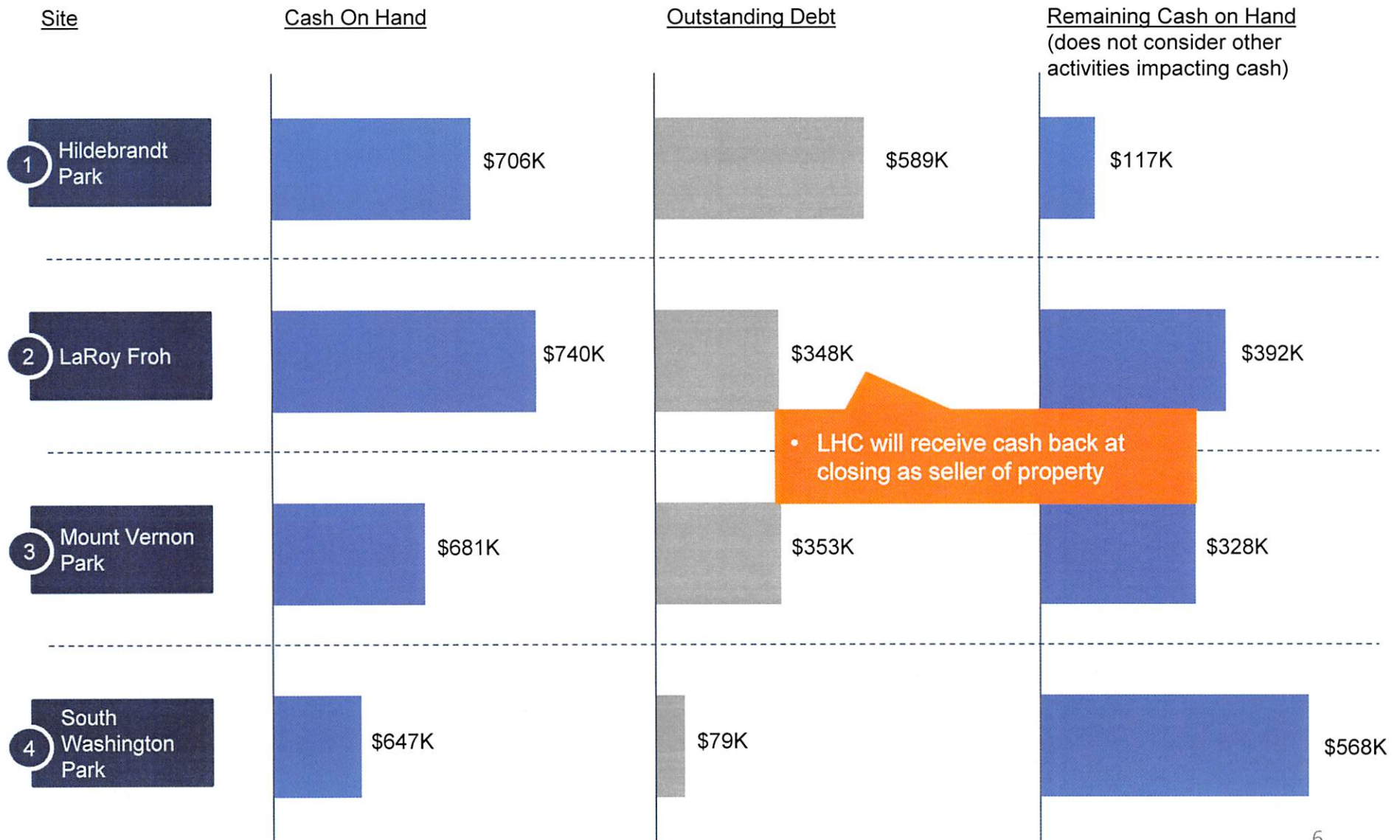
\*Includes Forest and Hoyt as community sites



## Prior to MVP close LHC will address the debt with PNC and relationship with Honeywell which is linked to a past HUD sponsored energy contract

<p>What is Energy Performance Contract (EPC)?</p>	<ul style="list-style-type: none"> <li>• HUD sponsored program enabling PHAs to access debt for energy specific equipment</li> <li>• PHA takes on debt to purchase the capital required to achieve specified energy savings</li> <li>• PHA works with contractor to purchase and install equipment</li> <li>• PHA shares go forward energy savings with contractor to payback installation discounts</li> <li>• Audit rules and reporting requirements are clearly defined</li> </ul>
<p>How is PNC involved?</p>	<ul style="list-style-type: none"> <li>• LHC selected PNC as its lending source for capital to purchase the equipment needed for savings</li> <li>• LHC received a loan a 15 year loan in the amount of \$2.1M from PNC</li> <li>• The loan was spread across the 4 AMPS based on equipment needs</li> </ul>
<p>How is Honeywell involved?</p>	<ul style="list-style-type: none"> <li>• LHC selected Honeywell as a partner for the equipment and installation</li> <li>• The loan was used to pay Honeywell (and its partners) for the equipment</li> <li>• Honeywell installed the equipment at a discount in exchange for % of the energy savings</li> <li>• LHC pays Honeywell \$30K - \$40K in energy savings, based on audits and reports defined by HUD</li> </ul>
<p>What is the importance related to RAD?</p>	<ul style="list-style-type: none"> <li>• LHC will clear all PNC debt prior to the close of MVP in November 2020</li> <li>• Enables the available AMP funds to be used appropriately</li> <li>• HUD and PNC have agreed to this approach</li> <li>• Honeywell has been notified and agreed to the termination of the relationship with no known further obligations for both parties</li> </ul>

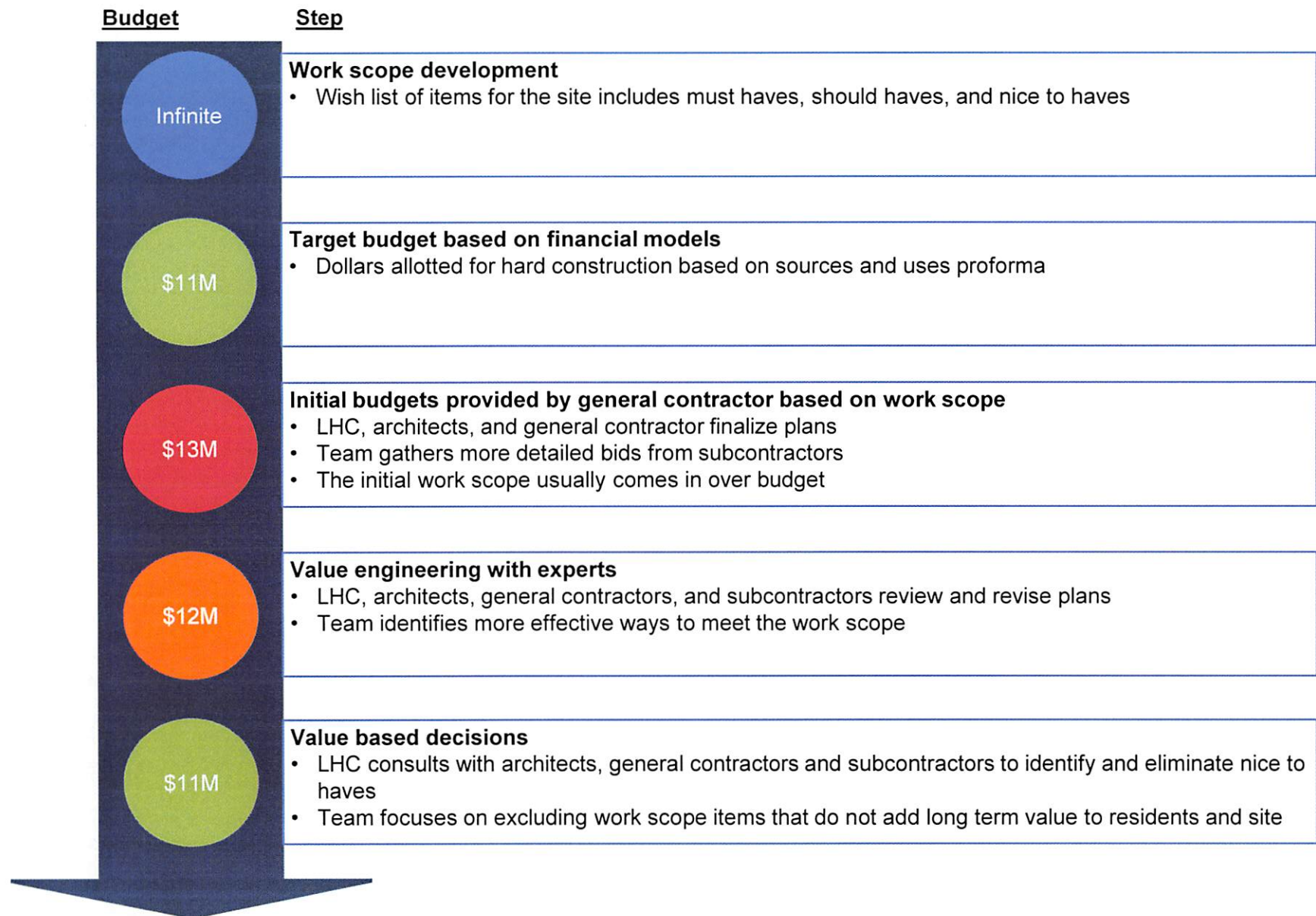
## Days before MVP close, LHC will clear all PNC debt by using existing AMP cash



\*Numbers are based on August and September data



## Finalizing the construction budget is a process where LHC works to provide residents with significant long-term value at the site

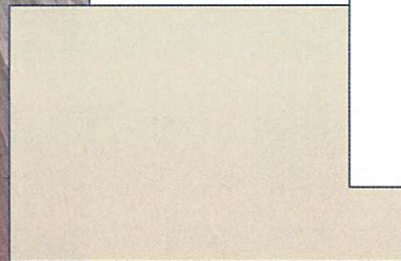


# LHC has selected unit interiors for South Washington Park

## South Washington Park Unit Interiors



Luxury Vinyl Flooring  
 Shaw Terrain II Nest



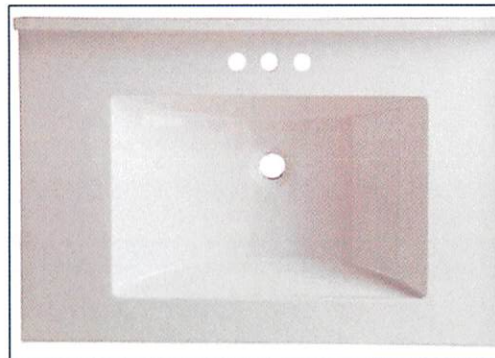
Wall Paint  
 Accessible Beige



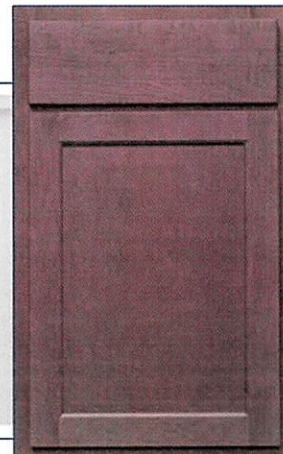
Ceiling Paint  
 High Reflective White



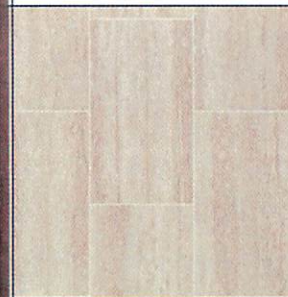
Kitchen Countertops  
 Wilsonart Bainbrook Grey



Vanity Top  
 Cultured Marble



Kitchen and Vanity Cabinets  
 Smart Lexington Slate



Vinyl Sheet Flooring  
 TBD



# The City of Lansing recently approved the transfer of properties administered by LHC to LHC

<u>Event</u>	<u>Purpose</u>
Upfront involvement and awareness	<ul style="list-style-type: none"> <li>• Met with city officials and council members to informally introduce LHC's strategic plan</li> <li>• Defined the changes needed to Ordinance 260</li> <li>• Involved HUD throughout the process to confirm requirements were to be satisfied</li> </ul>
Formal Introduction April 27	<ul style="list-style-type: none"> <li>• Made formal presentation to the Committee of the Whole to introduce Ordinance 260 Amendments and request public hearing</li> <li>• Scheduled public hearing for May 11</li> </ul>
Public Hearing May 11	<ul style="list-style-type: none"> <li>• Attended formal public hearing for comments on Ordinance 260</li> </ul>
Action on the Amendments May 18	<ul style="list-style-type: none"> <li>• Received approval for amendments to Ordinance 260 which allows LHC the ability to own property and modify language to reflect current operational status</li> </ul>
Public Hearing Scheduled August 10	<ul style="list-style-type: none"> <li>• Informed a public hearing would be required to prior to the official transfer of property to LHC</li> </ul>
Public Hearing August 31	<ul style="list-style-type: none"> <li>• Attended public hearing for the official transfer of property to LHC</li> </ul>
Vote to Transfer September 14	<ul style="list-style-type: none"> <li>• Received necessary votes for the transfer to properties administered by LHC to LHC</li> </ul>
Market Data Gathering Jan – Feb 2021	<ul style="list-style-type: none"> <li>• Gather market data for scattered sites to understand and evaluate Section 18 Disposition opportunities</li> </ul>
Disposition and Partnerships Fall	<ul style="list-style-type: none"> <li>• Dispose of properties and form strategic partnerships with organizations</li> </ul>

• Significant steps, LHC can move forward with city support and without issues related to ownership and deeds





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**Resolution No. 1322**

Adopted by the Lansing Housing Commission

October 28, 2020

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

The Lansing Housing Commission's Defined Benefit Plan Adoption Agreement Addendum are approved as presented. Doug Fleming, in his capacity as the Executive Director or his designee is authorized to submit the Defined Benefit Plan Adoption Agreement Addendum for all Divisions 33110111, 33110110 & 33110101.

Ryan Robinson, Chair

Yeas 41

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only

Resolution No. 1322

Date Adopted October 28, 2020





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**October 28, 2020**

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

**HONORABLE MEMBERS IN SESSION**

**SUBJECT:**

**Lansing Housing Commission's Request to Approve the Defined Benefit Plan Adoption Agreement – Resolution No. 1322.**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1322 which authorizes Lansing Housing Commission to adopt and administer the Defined Benefit Plan Adoption Agreement. (See Attached Form)

**CONTACT PERSON:**

Douglas E. Fleming  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution approves the Defined Benefit Plan Adoption Agreement.

**BACKGROUND:**

The Lansing Housing Commission (the employer) agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein for all Divisions. 33110111 Exempt Emp hired before 5/1/2012, 33110101 General and 33001001 New hires after 5/1/2012.

**FINANCIAL CONSIDERATION:**

There are no financial considerations.



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**POLICY CONSIDERATIONS:**

One of the major responsibilities of the Board is to provide governance over the operations of the LHC. Adopting Resolution 1322 fulfills the Board's fiduciary responsibility to provide governance to LHC.

Respectfully Submitted,



Douglas E. Fleming, Secretary to the Board  
Lansing Housing Commission

## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Lansing HC

Municipality number 331101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 33110110

Division name on file with MERS New Hires after 5/1/2012

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

ALL EMPLOYEES

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lansing HC

DIV: 33110110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Probationary Periods** (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.



DIV: 33110110

### 1. Service Credit Qualification

## 2. Leaves of Absence

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lansing HC

DIV: 33110110

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input checked="" type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

# Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lansing HC

DIV: 33110110

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

<input type="checkbox"/> <b>CUSTOM:</b> If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.	
<b>Types of Compensation</b>	
<b>Regular Wages</b> <input type="checkbox"/> Salary or hourly wage X hours <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	
<input type="checkbox"/> On-call pay <input type="checkbox"/> Other: _____	
<b>Other Wages apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Shift differentials <input type="checkbox"/> Overtime	
<input type="checkbox"/> Severance issued over time (weekly/bi-weekly) <input type="checkbox"/> Other: _____	
<b>Lump Sum Payments apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> PTO cash-out <input type="checkbox"/> Longevity <input type="checkbox"/> Bonuses <input type="checkbox"/> Merit pay <input type="checkbox"/> Job certifications	
<input type="checkbox"/> Educational degrees <input type="checkbox"/> Moving expenses <input type="checkbox"/> Sick payouts <input type="checkbox"/> Severance (if issued as lump sum) <input type="checkbox"/> Other: _____	
<b>Taxable Payments apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) <input type="checkbox"/> Prizes, gift cards <input type="checkbox"/> Personal use of a company car	
<input type="checkbox"/> Car allowance <input type="checkbox"/> Other: _____	
<b>Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Gun, tools, equipment, uniform <input type="checkbox"/> Phone <input type="checkbox"/> Fitness	
<input type="checkbox"/> Mileage reimbursement <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) <input type="checkbox"/> Other: _____	
<b>Types of Deferrals</b>	
<b>Elective Deferrals of Employee Premiums/Contributions apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> 457 employee and employer contributions <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs	
<input type="checkbox"/> IRA contributions <input type="checkbox"/> Other: _____	
<b>Types of Benefits</b>	
<b>Nontaxable Fringe Benefits of Employees apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Health plan, dental, vision benefits <input type="checkbox"/> Workers compensation premiums <input type="checkbox"/> Short- or Long-term disability premiums	
<input type="checkbox"/> Group term or whole life insurance < \$50,000 <input type="checkbox"/> Other: _____	
<b>Mandatory Contributions apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Defined Benefit employee contributions <input type="checkbox"/> MERS Health Care Savings Program employee contributions	
<input type="checkbox"/> Other: _____	
<b>Taxable Fringe Benefits apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Clothing reimbursement <input type="checkbox"/> Stipends for health insurance opt out payments	
<input type="checkbox"/> Group term life insurance > \$50,000 <input type="checkbox"/> Other: _____	
<b>Other Benefits / Lump Sum Payments apply: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <input type="checkbox"/> Workers compensation settlement payments	
<input type="checkbox"/> Other: _____	



## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lansing HC

DM: 33110110

### V. Execution:

**Authorized Designee of Governing Body of Municipality or Chief Judge of Court**

This foregoing Addendum is hereby approved by Lansing Housing Commission

at a Board Meeting which took place on: 10/28/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Lansing Housing Commission  
Summary Results for SEPTEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
<b>REVENUE:</b>								
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>11,788</b>	<b>(2,732)</b>	<b>(9,637)</b>	<b>4,131</b>	<b>3,549</b>	<b>21,271</b>	<b>16,047</b>	<b>(8,534)</b>
Tenant Revenue Variance	5,445	(8,246)	(13,630)	(3,287)	(19,718)	-	-	-
HUD Revenue Variance	7,638	6,344	7,510	6,987	28,479	858	15,684	(7,797)
Capital Fund Income	-	-	-	-	-	-	-	-
Other Income	(1,295)	(830)	(3,518)	431	(5,212)	20,412	363	(737)
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	109,288	122,903	111,007	85,526	428,723	67,900	81,131	958,471
% Variance fav (unfav)	11%	-2%	-9%	5%	1%	31%	20%	-1%
<b>EXPENSES:</b>								
<b>Total Expense Variance Unfav (Fav)</b>	<b>(42,740)</b>	<b>(34,542)</b>	<b>(32,342)</b>	<b>(6,391)</b>	<b>(116,015)</b>	<b>(5,772)</b>	<b>(1,456)</b>	<b>(4,708)</b>
Salary Expenses	(2,795)	(2,717)	(1,483)	(490)	(7,486)	(24)	(2,408)	-
Employee Benefit Expenses	1,696	519	(520)	3,226	4,922	83	(1,429)	-
Utilities	(1,752)	(331)	212	(4,125)	(5,996)	(36)	141	-
Write-offs	1,009	1,865	(1,640)	(138)	1,095	-	-	-
Legal	394	375	(1,156)	2,015	1,628	(300)	-	-
Professional Services	(507)	(506)	(1,090)	(1,031)	(3,135)	(3,039)	(3,587)	-
Admin Services	185	185	185	40	595	863	(3,878)	-
Recreation/Other Services	29	(21)	(133)	-	(126)	-	-	-
Insurance	271	1,072	(533)	2,619	3,429	3,947	(1,041)	-
Sundry/Postage/Office Supplies	1,637	(822)	529	(720)	624	(20)	(2,613)	-
Management Fee	(428)	356	249	(430)	(254)	-	1,202	-
HAP Expense	-	-	-	-	-	-	-	(4,708)
Inspections	-	-	175	-	175	774	(2,901)	-
Maintenance Costs	(22,200)	(18,800)	(12,234)	(2,062)	(55,296)	(563)	11,963	-
Maintenance Contract - Unit Turns	(15,000)	(10,310)	(13,150)	(3,000)	(41,460)	-	-	-
Other	(5,278)	(5,406)	(1,753)	(2,294)	(14,731)	(7,456)	3,093	(0)
Budgeted Expense	120,011	127,407	114,704	94,957	457,080	60,918	74,726	957,456
% Variance fav (unfav)	36%	27%	28%	7%	25%	9%	2%	0%
<b>Curr Mo. Actual Net Income (Loss)</b>	<b>\$ 43,803</b>	<b>\$ 27,306</b>	<b>\$ 19,007</b>	<b>\$ 1,090</b>	<b>\$ 91,206</b>	<b>\$ 34,024</b>	<b>\$ 23,909</b>	<b>\$ (2,812)</b>
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 125,294</b>	<b>\$ 67,993</b>	<b>\$ 72,584</b>	<b>\$ 2,329</b>	<b>\$ 268,201</b>	<b>\$ 87,002</b>	<b>\$ 50,110</b>	<b>\$ (60,939)</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ (17,482)</b>	<b>\$ 52,513</b>	<b>\$ 22,578</b>	<b>\$ (23,716)</b>	<b>\$ 33,893</b>	<b>\$ 249,133</b>	<b>\$ 3,301</b>	<b>\$ (121,091)</b>
<b>Cash Balance - September</b>	<b>\$ 732,962</b>	<b>\$ 627,948</b>	<b>\$ 638,815</b>	<b>\$ 592,266</b>	<b>\$ 2,591,991</b>	<b>\$ 617,301</b>	<b>\$ 1,085,503</b>	<b>\$ 448,980</b>
<b>Cash Balance - August</b>	<b>\$ 680,613</b>	<b>\$ 705,657</b>	<b>\$ 739,794</b>	<b>\$ 646,637</b>	<b>\$ 2,772,701</b>	<b>\$ 569,796</b>	<b>\$ 1,094,916</b>	<b>\$ 445,049</b>
<b>Cash Balance - July</b>	<b>\$ 639,965</b>	<b>\$ 692,884</b>	<b>\$ 737,580</b>	<b>\$ 666,407</b>	<b>\$ 2,736,836</b>	<b>\$ 630,348</b>	<b>\$ 862,795</b>	<b>\$ 480,304</b>

Lansing Housing Commission  
Summary Results YTD for SEPTEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
<b>REVENUE:</b>								
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>22,534</b>	<b>(10,854)</b>	<b>(20,710)</b>	<b>13,901</b>	<b>4,871</b>	<b>22,239</b>	<b>29,164</b>	<b>(63,560)</b>
Tenant Revenue Variance	(5,578)	(27,015)	(31,799)	(8,846)	(73,238)	-	-	-
HUD Revenue Variance	22,055	17,859	21,570	20,589	82,072	1,261	27,438	(62,227)
Capital Fund Income	1,750	1,750	1,750	1,750	7,000	-	-	-
Other Income	4,308	(3,447)	(12,231)	408	(10,963)	20,977	1,726	(1,333)
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	324,550	365,849	329,807	253,314	1,273,519	203,699	243,393	2,875,413
% Variance fav (unfav)	7%	-3%	-6%	5%	0%	11%	12%	-2%
<b>EXPENSES:</b>								
<b>Total Expense Variance Unfav (Fav)</b>	<b>(130,092)</b>	<b>(80,955)</b>	<b>(111,222)</b>	<b>(21,999)</b>	<b>(344,268)</b>	<b>(36,249)</b>	<b>(29,762)</b>	<b>424</b>
Salary Expenses	(3,162)	(7,054)	(5,498)	1,695	(14,020)	(57)	(7,663)	-
Employee Benefit Expenses	(4,844)	(3,405)	(6,555)	3,884	(10,920)	(3,318)	(8,542)	-
Utilities	(6,655)	(837)	842	(4,469)	(11,119)	(1,256)	269	-
Write-offs	(5,221)	2,356	(6,191)	(1,480)	(10,537)	-	-	-
Legal	(3,206)	(3,105)	(6,135)	(735)	(13,181)	(4,400)	-	-
Professional Services	25	(538)	(1,482)	(980)	(2,975)	(6,600)	(3,992)	-
Admin Services	(630)	(630)	(630)	40	(1,850)	(18,318)	-	-
Insurance	(566)	324	(1,272)	1,902	388	7,734	(2,441)	-
Sundry/Postage/Office Supplies	2,369	(1,982)	490	(1,450)	(572)	(3,287)	(3,778)	-
Management Fee	(1,026)	1,067	644	(1,031)	(346)	-	1,815	-
HAP Expense					-	-	-	424
Pilot	1,706	(2,234)	(2,310)	(365)	(3,202)	-	-	-
Inspections	150	-	(300)	-	(150)	774	(14,942)	-
Maintenance Costs	(57,792)	(39,117)	(44,902)	(9,836)	(151,647)	(1,445)	11,416	-
Maintenance Contract - Unit Turns	(45,000)	(23,878)	(34,275)	(8,465)	(111,618)	-	-	-
Other	(6,239)	(1,924)	(3,647)	(709)	(12,519)	(6,076)	(1,904)	-
Budgeted Expense	351,881	367,957	347,734	286,884	1,354,456	175,185	252,210	2,872,368
% Variance fav (unfav)	37%	22%	32%	8%	25%	21%	12%	0%
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 125,294</b>	<b>\$ 67,993</b>	<b>\$ 72,584</b>	<b>\$ 2,329</b>	<b>\$ 268,201</b>	<b>\$ 87,002</b>	<b>\$ 50,110</b>	<b>\$ (60,939)</b>
<b>YTD Budgeted Net Income (Loss)</b>	<b>\$ (27,332)</b>	<b>\$ (2,108)</b>	<b>\$ (17,928)</b>	<b>\$ (33,571)</b>	<b>\$ (80,938)</b>	<b>\$ 28,513</b>	<b>\$ (8,817)</b>	<b>\$ 3,045</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ (17,482)</b>	<b>\$ 52,513</b>	<b>\$ 22,578</b>	<b>\$ (23,716)</b>	<b>\$ 33,893</b>	<b>\$ 249,133</b>	<b>\$ 3,301</b>	<b>\$ (121,091)</b>



**SEPTEMBER Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,755		08/20	\$ 552.72
HCV 8002 Expenses	\$ 950,973.31		07/20	\$ 542.59
Average Cost Per Voucher	<u>\$ 541.87</u>		06/20	\$ 536.53

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY SEP Total		
Year-to-Date Occupancy Rate	186	216	206	182	790	808	08/20	94.8%
YTD Average Number of Units Leased	202	220	213	198	833	832	07/20	95.0%
Number of Possible Units	<u>92.1%</u>	<u>98.2%</u>	<u>96.7%</u>	<u>91.9%</u>	<u>94.8%</u>	<u>97.1%</u>	06/20	95.9%
Year-to-Date Occupancy Rate								
Average Revenue Per Occupied Unit							08/20	\$ 582.68
Total LIPH Revenue	\$ 121,075.15	\$ 120,171.22	\$ 101,369.11	\$ 89,656.40	\$ 432,271.88	\$ 476,534.24	07/20	\$ 532.98
Average Revenue Per Occupied Unit	<u>\$ 650.94</u>	<u>\$ 556.35</u>	<u>\$ 492.08</u>	<u>\$ 492.62</u>	<u>\$ 547.18</u>	<u>\$ 589.77</u>	06/20	\$ 565.62
Average Tenant Revenue Per Occupied Unit							08/20	\$ 160.61
Total Tenant Revenue	\$ 35,163.00	\$ 22,634.00	\$ 11,630.19	\$ 23,013.00	\$ 92,440.19	\$ 118,596.90	07/20	\$ 109.08
Average Tenant Revenue Per Occupied Unit	<u>\$ 189.05</u>	<u>\$ 104.79</u>	<u>\$ 56.46</u>	<u>\$ 126.45</u>	<u>\$ 117.01</u>	<u>\$ 146.78</u>	06/20	\$ 107.06
Average Cost Per Occupied Unit							08/20	\$ 527.76
YTD Average Monthly Expenses	\$ 73,929.88	\$ 95,667.34	\$ 78,837.24	\$ 88,295.05	\$ 336,729.51	\$ 429,923.27	07/20	\$ 389.08
Average Cost Per Occupied Unit	<u>\$ 397.47</u>	<u>\$ 442.90</u>	<u>\$ 382.71</u>	<u>\$ 485.14</u>	<u>\$ 426.24</u>	<u>\$ 532.08</u>	06/20	\$ 574.29

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 732,961.64	\$ 627,947.91	\$ 638,815.38	\$ 592,266.18	\$ 617,300.93	\$ 1,085,503.26
YTD Expenses	\$ 221,789.64	\$ 287,002.01	\$ 236,511.73	\$ 264,885.15	\$ 138,935.67	\$ 222,447.30
Number of Months	3	3	3	3	3	3
Average Monthly Expenses	\$ 73,929.88	\$ 95,667.34	\$ 78,837.24	\$ 88,295.05	\$ 46,311.89	\$ 74,149.10
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>9.91</u>	<u>6.56</u>	<u>8.10</u>	<u>6.71</u>	<u>13.33</u>	<u>14.64</u>
Prior Months						
08/20	9.42	7.27	9.60	7.33	13.60	14.68
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
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 September 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 83,576	\$ 89,154	\$ (5,578)	\$ 116,167	\$ 356,616	\$ 267,462
Tenant Revenue - Other	3,506	7,575	(4,069)	14,915	30,300	22,725
Total Tenant Revenue	<u>\$ 87,082</u>	<u>\$ 96,729</u>	<u>\$ (9,647)</u>	<u>\$ 131,082</u>	<u>\$ 386,916</u>	<u>\$ 290,187</u>
HUD PHA Operating Grants	248,024	225,969	22,055	248,234	903,876	677,907
CFP Operational Income	1,750	-	1,750	55,691	150,000	150,000
Fraud Recovery and Other	10,228	1,852	8,377	3,074	7,106	5,255
		-				
Total Operating Revenue	<u>\$ 347,084</u>	<u>\$ 324,550</u>	<u>\$ 22,534</u>	<u>\$ 438,081</u>	<u>\$ 1,447,898</u>	<u>\$ 1,123,349</u>
Administrative Salaries	\$ 24,728	\$ 24,791	\$ (63)	\$ 23,639	\$ 93,485	\$ 68,694
Auditing Fees	-	-	-		5,665	5,665
Management Fees	28,825	29,851	(1,026)	84,842	119,403	89,552
Bookkeeping Fees	4,178	4,365	(187)	4,403	17,460	13,095
Employee Benefits Contributions - Admin	7,875	9,781	(1,906)	6,575	38,203	28,422
Office Expenses	9,493	15,057	(5,564)	9,442	45,338	30,281
Legal	2,194	5,400	(3,206)	2,869	18,700	13,300
Travel	-	300	(300)	157	1,200	900
Other	3,557	-	3,557	1,100	-	-
Tenant Services - Other	856	4,599	(3,743)	(496)	18,396	13,797
Water	23,266	26,400	(3,134)	23,780	109,600	83,200
Electricity	12,111	10,900	1,211	10,924	44,100	33,200
Gas	3,627	8,400	(4,773)	5,815	57,900	49,500
Other Utilities Expense	41	-	41	68	7,200	7,200
Ordinary Maintenance and Operations - Labor	19,464	22,563	(3,099)	19,397	85,040	62,477
Ordinary Maintenance and Operations - Materials	3,705	22,275	(18,570)	29,693	80,000	57,725
Ordinary Maintenance and Operations - Contract	31,299	113,460	(82,161)	74,282	435,240	321,780
Employee Benefits Contributions - Ordinary	10,106	13,044	(2,938)	12,737	50,097	37,052
Protective Services - Other Contract Costs	726	900	(174)	387	3,200	2,300
Property Insurance	11,482	11,188	294	12,147	46,917	35,729
Liability Insurance	4,430	4,318	112	4,537	18,109	13,791
Workers Compensation	-	447	(447)	298	1,788	1,341
All Other Insurance	4,400	425	3,975	344	1,700	1,275
Other General Expenses	4,109	8,584	(4,475)	14,501	20,486	11,902
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	5,302	3,595	1,706	5,427	11,502	7,906
Bad debt - Tenant Rents	2,279	7,500	(5,221)	24,736	30,000	22,500
Interest Expense	3,738	3,738	-	4,103	14,389	10,650
Total Operating Expenses	<u>\$ 221,790</u>	<u>\$ 351,881</u>	<u>\$ (130,092)</u>	<u>\$ 375,707</u>	<u>\$ 1,375,116</u>	<u>\$ 1,023,235</u>
Net Income (Loss)	<u>\$ 125,294</u>	<u>\$ (27,332)</u>	<u>\$ 152,626</u>	<u>\$ 62,374</u>	<u>\$ 72,782</u>	<u>\$ 100,114</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 65,625	\$ 92,640	\$ (27,015)	\$ 105,906	\$ 370,560	\$ 277,920
Tenant Revenue - Other	3,376	6,700	(3,324)	12,139	27,000	20,300
Total Tenant Revenue	<u>\$ 69,001</u>	<u>\$ 99,340</u>	<u>\$ (30,339)</u>	<u>\$ 118,045</u>	<u>\$ 397,560</u>	<u>\$ 298,220</u>
HUD PHA Operating Grants	282,588	264,729	17,859	281,920	1,058,916	794,187
CFP Operational Income	1,750	-	1,750	60,569	80,000	80,000
Fraud Recovery and Other	1,657	1,780	(123)	1,627	7,090	5,310
Total Operating Revenue	<u>\$ 354,995</u>	<u>\$ 365,849</u>	<u>\$ (10,854)</u>	<u>\$ 462,161</u>	<u>\$ 1,543,566</u>	<u>\$ 1,177,717</u>
Administrative Salaries	\$ 25,671	\$ 25,509	\$ 162	\$ 24,189	\$ 95,744	\$ 70,235
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	33,534	32,467	1,067	92,952	129,866	97,400
Bookkeeping Fees	4,860	4,748	113	4,876	18,990	14,243
Employee Benefits Contributions - Admin	6,295	9,115	(2,820)	11,494	35,508	26,393
Office Expenses	9,333	13,948	(4,615)	13,021	48,660	34,712
Legal	2,815	5,920	(3,105)	3,337	27,215	21,295
Travel	-	240	(240)	258	960	720
Other	2,370	-	2,370	(393)	300	300
Tenant Services - Other	1,562	5,799	(4,237)	1,557	23,196	17,397
Water	26,343	26,250	93	26,126	110,550	84,300
Electricity	9,378	8,300	1,078	7,699	32,720	24,420
Gas	3,352	3,820	(468)	3,458	57,520	53,700
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	17,018	24,235	(7,217)	27,217	91,473	67,238
Ordinary Maintenance and Operations - Material	12,603	20,800	(8,197)	14,004	81,710	60,910
Ordinary Maintenance and Operations - Contrac	74,298	129,100	(54,802)	89,815	485,750	356,650
Employee Benefits Contributions - Ordinary	16,166	16,751	(585)	15,674	64,887	48,136
Protective Services - Other Contract Costs	1,484	945	539	622	3,780	2,835
Property Insurance	11,826	11,265	560	11,276	47,242	35,977
Liability Insurance	4,507	4,210	297	3,903	17,654	13,444
Workers Compensation	-	486	(486)	325	1,944	1,458
All Other Insurance	4,878	425	4,453	344	1,700	1,275
Other General Expenses	4,768	9,806	(5,038)	14,390	26,439	16,633
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,953	5,187	(2,234)	6,785	16,017	10,830
Bad debt - Tenant Rents	4,756	2,400	2,356	3,345	9,600	7,200
Interest Expense	6,231	6,231	-	6,839	23,981	17,750
Total Operating Expenses	<u>\$ 287,002</u>	<u>\$ 367,957</u>	<u>\$ (80,955)</u>	<u>\$ 383,113</u>	<u>\$ 1,467,121</u>	<u>\$ 1,099,164</u>
Net Income (Loss)	<u>\$ 67,993</u>	<u>\$ (2,108)</u>	<u>\$ 70,101</u>	<u>\$ 79,048</u>	<u>\$ 76,445</u>	<u>\$ 78,553</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 43,981	\$ 75,780	\$ (31,799)	\$ 78,196	\$ 303,120	\$ 227,340
Tenant Revenue - Other	1,535	13,560	(12,025)	24,711	54,240	40,680
Total Tenant Revenue	<u>\$ 45,516</u>	<u>\$ 89,340</u>	<u>\$ (43,824)</u>	<u>\$ 102,907</u>	<u>\$ 357,360</u>	<u>\$ 268,020</u>
HUD PHA Operating Grants	260,085	238,515	21,570	255,205	954,060	715,545
CFP Operational Income	1,750	-	1,750	58,672	155,000	155,000
Fraud Recovery and Other	1,745	1,952	(207)	2,218	7,806	5,855
Total Operating Revenue	<u>\$ 309,096</u>	<u>\$ 329,807</u>	<u>\$ (20,710)</u>	<u>\$ 419,002</u>	<u>\$ 1,474,226</u>	<u>\$ 1,144,420</u>
Administrative Salaries	\$ 29,343	\$ 24,698	\$ 4,645	\$ 19,584	\$ 92,679	\$ 67,982
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	32,033	31,389	644	89,209	125,558	94,168
Bookkeeping Fees	4,644	4,590	54	4,606	18,360	13,770
Employee Benefits Contributions - Admin	6,436	12,011	(5,575)	6,832	46,681	34,670
Office Expenses	8,281	12,522	(4,241)	8,733	39,241	26,719
Legal	1,365	7,500	(6,135)	4,267	30,000	22,500
Travel	-	-	-	-	-	-
Other	2,370	1,500	870	100	6,000	4,500
Tenant Services - Other	1,369	4,599	(3,230)	905	18,396	13,797
Water	18,964	18,000	964	17,426	73,500	55,500
Electricity	10,932	11,400	(468)	10,923	47,600	36,200
Gas	5,074	4,700	374	4,822	40,700	36,000
Other Utilities Expense	122	150	(28)	78	13,500	13,350
Ordinary Maintenance and Operations - Labor	15,720	25,864	(10,144)	24,114	97,648	71,784
Ordinary Maintenance and Operations - Material	8,539	23,800	(15,261)	51,884	94,400	70,600
Ordinary Maintenance and Operations - Contract	43,759	105,300	(61,541)	126,383	417,200	311,900
Employee Benefits Contributions - Ordinary	13,825	14,806	(980)	12,040	58,195	43,389
Protective Services - Other Contract Costs	985	900	85	590	3,600	2,700
Property Insurance	14,465	14,613	(149)	15,539	61,282	46,669
Liability Insurance	5,114	5,242	(128)	6,700	21,983	16,741
Workers Compensation	-	471	(471)	314	1,884	1,413
All Other Insurance	4,400	425	3,975	344	1,700	1,275
Other General Expenses	3,483	9,465	(5,982)	14,254	24,360	14,895
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,199	3,508	(2,310)	2,902	11,492	7,984
Bad debt - Tenant Rents	409	6,600	(6,191)	17,772	26,400	19,800
Interest Expense	3,681	3,681	-	4,040	14,166	10,486
Total Operating Expenses	<u>\$ 236,512</u>	<u>\$ 347,734</u>	<u>\$ (111,222)</u>	<u>\$ 444,361</u>	<u>\$ 1,392,191</u>	<u>\$ 1,044,457</u>
Net Income (Loss)	<u>\$ 72,585</u>	<u>\$ (17,928)</u>	<u>\$ 90,512</u>	<u>\$ (25,359)</u>	<u>\$ 82,035</u>	<u>\$ 99,963</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 70,054	\$ 78,900	\$ (8,846)	\$ 88,440	\$ 315,600	\$ 236,700
Tenant Revenue - Other	5,434	6,120	(686)	3,616	24,480	18,360
Total Tenant Revenue	<u>\$ 75,488</u>	<u>\$ 85,020</u>	<u>\$ (9,532)</u>	<u>\$ 92,056</u>	<u>\$ 340,080</u>	<u>\$ 255,060</u>
HUD PHA Operating Grants	186,102	165,513	20,589	186,029	662,052	496,539
CFP Operational Income	1,750	-	1,750	54,607	227,623	227,623
Fraud Recovery and Other	3,875	2,781	1,094	22,195	11,022	8,242
Total Operating Revenue	<u>\$ 267,214</u>	<u>\$ 253,314</u>	<u>\$ 13,901</u>	<u>\$ 354,887</u>	<u>\$ 1,240,777</u>	<u>\$ 987,463</u>
Administrative Salaries	\$ 18,976	\$ 19,364	\$ (388)	\$ 22,533	\$ 73,230	\$ 53,867
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	28,204	29,235	(1,031)	83,042	116,941	87,706
Bookkeeping Fees	4,088	4,275	(187)	4,299	17,100	12,825
Employee Benefits Contributions - Admin	10,646	10,597	49	12,186	41,741	31,144
Office Expenses	11,031	12,559	(1,528)	11,235	41,249	28,690
Legal	3,390	4,125	(735)	2,483	16,500	12,375
Travel	-	-	-	277	-	-
Other	40	-	40	247	-	-
Tenant Services - Other	1,900	3,000	(1,100)	2,000	12,000	9,000
Water	46,057	50,800	(4,743)	47,851	204,200	153,400
Electricity	31,286	31,300	(14)	31,164	118,500	87,200
Gas	3,038	2,700	338	5,211	47,000	44,300
Other Utilities Expense	70	120	(50)	117	1,515	1,395
Ordinary Maintenance and Operations - Labor	30,517	28,434	2,083	25,276	106,684	78,250
Ordinary Maintenance and Operations - Material	6,828	16,888	(10,060)	13,471	66,752	49,864
Ordinary Maintenance and Operations - Contrac	20,978	28,530	(7,552)	34,561	117,225	88,695
Employee Benefits Contributions - Ordinary	19,164	15,328	3,836	12,184	59,225	43,897
Protective Services - Other Contract Costs	477	510	(33)	318	2,040	1,530
Property Insurance	13,094	14,434	(1,340)	9,112	60,528	46,094
Liability Insurance	5,949	6,721	(772)	5,462	28,184	21,463
Workers Compensation	-	438	(438)	292	1,752	1,314
All Other Insurance	4,877	425	4,452	344	1,700	1,275
Other General Expenses	3,846	4,826	(980)	9,104	19,104	14,278
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(1,180)	(815)	(365)	422	(6,310)	(5,495)
Bad debt - Tenant Rents	770	2,250	(1,480)	1,281	9,000	6,750
Interest Expense	840	840	-	922	3,235	2,394
Total Operating Expenses	<u>\$ 264,885</u>	<u>\$ 286,884</u>	<u>\$ (21,999)</u>	<u>\$ 335,394</u>	<u>\$ 1,164,761</u>	<u>\$ 877,876</u>
Net Income (Loss)	<u>\$ 2,329</u>	<u>\$ (33,571)</u>	<u>\$ 35,900</u>	<u>\$ 19,493</u>	<u>\$ 76,016</u>	<u>\$ 109,587</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 263,236	\$ 336,474	\$ (73,238)	\$ 388,709	\$ 1,345,896	\$ 1,009,422
Tenant Revenue - Other	13,851	33,955	(20,104)	55,381	136,020	102,065
Total Tenant Revenue	<u>\$ 277,087</u>	<u>\$ 370,429</u>	<u>\$ (93,342)</u>	<u>\$ 444,090</u>	<u>\$ 1,481,916</u>	<u>\$ 1,111,487</u>
HUD PHA Operating Grants	976,798	894,726	82,072	971,388	3,578,904	2,684,178
CFP Operational Income	7,000	-	7,000	229,539	612,623	612,623
Fraud Recovery and Other	17,504	8,364	9,141	29,114	33,024	24,661
Total Operating Revenue	<u>\$ 1,278,390</u>	<u>\$ 1,273,519</u>	<u>\$ 4,871</u>	<u>\$ 1,674,131</u>	<u>\$ 5,706,467</u>	<u>\$ 4,432,948</u>
Administrative Salaries	\$ 98,718	\$ 94,361	\$ 4,357	\$ 89,945	\$ 355,139	\$ 260,777
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	122,596	122,942	(346)	350,045	491,769	368,826
Bookkeeping Fees	17,770	17,978	(208)	18,184	71,910	53,933
Employee Benefits Contributions - Administrative	31,252	41,504	(10,252)	37,087	162,133	120,629
Office Expenses	38,138	54,086	(15,948)	42,431	174,488	120,402
Legal Expense	9,764	22,945	(13,181)	12,956	92,415	69,470
Travel	-	540	(540)	692	2,160	1,620
Other	8,337	1,500	6,837	1,054	6,300	4,800
Tenant Services - Other	5,686	17,997	(12,311)	3,966	71,988	53,991
Water	114,630	121,450	(6,820)	115,183	497,850	376,400
Electricity	63,707	61,900	1,807	60,710	242,920	181,020
Gas	15,090	19,620	(4,530)	19,306	203,120	183,500
Other Utilities Expense	233	270	(37)	263	30,265	29,995
Ordinary Maintenance and Operations - Labor	82,720	101,096	(18,376)	96,004	380,845	279,749
Ordinary Maintenance and Operations - Material	31,676	83,763	(52,087)	109,052	322,862	239,099
Ordinary Maintenance and Operations - Contract	170,334	376,390	(206,056)	325,041	1,455,415	1,079,025
Employee Benefits Contributions - Ordinary	59,261	59,929	(668)	52,635	232,404	172,475
Protective Services - Other Contract Costs	3,671	3,255	416	1,917	12,620	9,365
Property Insurance	50,867	51,500	(634)	48,074	215,969	164,469
Liability Insurance	20,000	20,491	(491)	20,602	85,930	65,439
Workers Compensation	-	1,842	(1,842)	1,229	7,368	5,526
All Other Insurance	18,555	1,700	16,855	1,376	6,800	5,100
Other General Expenses	16,206	32,681	(16,475)	52,249	90,389	57,708
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	8,273	11,475	(3,202)	15,536	32,701	21,225
Bad debt - Tenant Rents	8,213	18,750	(10,537)	47,134	75,000	56,250
Interest Expense	14,490	14,490	-	15,904	55,770	41,280
Total Operating Expenses	<u>\$ 1,010,189</u>	<u>\$ 1,354,456</u>	<u>\$ (344,268)</u>	<u>\$ 1,538,575</u>	<u>\$ 5,399,189</u>	<u>\$ 4,044,733</u>
Net Income (Loss)	<u>\$ 268,201</u>	<u>\$ (80,938)</u>	<u>\$ 349,139</u>	<u>\$ 135,556</u>	<u>\$ 307,278</u>	<u>\$ 388,215</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**COC**  
**For the Period Ending September 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 173,090	\$ 416,670	\$ (243,580)	\$ 400,979	\$ 931,532	\$ 514,862
Bookkeeping Fees Income	17,770	17,978	(208)	18,118	71,910	53,933
Fraud Recovery and Other	35,077	14,100	20,977	25,540	79,530	65,430
<b>Total Operating Revenue</b>	<b>\$ 225,937</b>	<b>\$ 448,747</b>	<b>\$ (222,810)</b>	<b>\$ 444,637</b>	<b>\$ 1,082,972</b>	<b>\$ 634,225</b>
Administrative Salaries	\$ 38,044	\$ 38,101	\$ (57)	\$ 37,144	\$ 143,359	\$ 105,258
Auditing Fees	-	-	-	-	5,665	5,665
Employee Benefits Contributions - Admin	10,047	11,565	(1,518)	10,637	45,022	33,457
Office Expenses	15,564	21,086	(5,522)	28,339	77,419	56,333
Legal	-	4,400	(4,400)	6,947	17,600	13,200
Travel	-	1,620	(1,620)	84	8,100	6,480
Other	6,451	11,426	(4,975)	19,644	30,704	19,278
Tenant Services - Other	-	-	-	4,006	-	-
Water	289	435	(146)	418	1,740	1,305
Electricity	2,899	4,000	(1,101)	2,984	14,400	10,400
Gas	105	225	(120)	115	2,815	2,590
Other Utilities Expense	111	-	111	29	500	500
Ordinary Maintenance and Operations - Materia	200	-	200	-	-	-
Ordinary Maintenance and Operations - Contrac	1,006	1,677	(671)	1,631	6,708	5,031
Protective Services - Other Contract Costs	628	175	453	-	665	490
Property Insurance	563	592	(29)	318	2,483	1,891
Liability Insurance	113	350	(237)	113	1,469	1,119
Workers Compensation	-	900	(900)	185	3,600	2,700
All Other Insurance	4,400	-	4,400	2,388	-	-
Other General Expenses	58,140	78,258	(20,118)	57,653	313,032	234,774
Compensated Absences	-	-	-	-	-	-
Interest Expense	375	375	-	721	970	595
<b>Total Operating Expenses</b>	<b>\$ 138,936</b>	<b>\$ 175,185</b>	<b>\$ (36,249)</b>	<b>\$ 173,356</b>	<b>\$ 676,251</b>	<b>\$ 501,066</b>
<b>Net Income (Loss)</b>	<b>\$ 87,002</b>	<b>\$ 273,562</b>	<b>\$ (186,560)</b>	<b>\$ 271,281</b>	<b>\$ 406,721</b>	<b>\$ 133,159</b>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 3,080,972	\$ 3,115,761	\$ (34,789)	\$ 3,340,371	\$ 12,463,044	\$ 9,347,283
Other Revenue	25	-	25	84	-	-
Fraud Recovery and Other	3,414	3,045	369	7,995	12,180	9,135
Total Operating Revenue	<u>\$ 3,084,411</u>	<u>\$ 3,118,806</u>	<u>\$ (34,395)</u>	<u>\$ 3,348,450</u>	<u>\$ 12,475,224</u>	<u>\$ 9,356,418</u>
Administrative Salaries	\$ 81,443	\$ 89,105	\$ (7,663)	\$ 83,199	\$ 330,281	\$ 241,176
Auditing Fees	-	-	-	-	28,325	28,325
Management Fees	50,494	48,679	1,815	50,934	194,714	146,036
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	16,028	26,780	(10,752)	20,761	104,548	77,768
Office Expenses	47,684	51,225	(3,541)	46,765	146,630	95,405
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	469	-	-
Other	-	18,200	(18,200)	200	60,200	42,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	369	100	269	115	400	300
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	15,688	1,014	14,674	4,844	4,056	-
Protective services - Other Contract Costs	269	200	69	-	200	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	4,795	5,137	(341)	4,394	21,541	16,404
Workers Compensation	-	2,100	(2,100)	2,365	8,400	6,300
All Other Insurance	-	-	-	-	-	-
Other General Expenses	5,678	9,670	(3,992)	7,641	27,020	17,350
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	2,872,792	2,872,368	424	2,824,872	11,489,472	8,617,104
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,095,240</u>	<u>\$ 3,124,578</u>	<u>\$ (29,338)</u>	<u>\$ 3,046,559</u>	<u>\$ 12,415,787</u>	<u>\$ 9,291,209</u>
Net Income (Loss)	<u>\$ (10,829)</u>	<u>\$ (5,772)</u>	<u>\$ (5,057)</u>	<u>\$ 301,891</u>	<u>\$ 59,437</u>	<u>\$ 65,209</u>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	52,342.48	732,961.64
1010-0000-112200 Accounts Receivable	4,411.00	24,295.30
1010-0000-112201 Allowance for Doubtful Accounts	(1,808.51)	(9,961.07)
1010-0000-112220 A/R Repayment Agreement	299.00	513.00
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	(77,547.65)	(125,991.39)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	66,247.09	68,552.76
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
<b>TOTAL ASSETS</b>	<b>43,943.41</b>	<b>4,179,074.80</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	108,652.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(343.00)	31,570.60
1010-0000-211999 Tenant Refunds	331.00	6,890.67
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	3,202.94	18,374.63
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(3,050.90)	322,481.76
1010-0000-260601 Note Payable - Curr - PNC	-	37,051.98
<b>TOTAL LIABILITIES</b>	<b>140.04</b>	<b>811,705.52</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	43,803.37	926,986.34
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
<b>TOTAL EQUITY</b>	<b>43,803.37</b>	<b>3,367,369.28</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>43,943.41</b>	<b>4,179,074.80</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	(77,709.36)	627,947.91
1020-0000-112200 Accounts Receivable	6,499.91	30,384.10
1020-0000-112201 Allowance for Doubtful Accounts	(2,664.96)	(12,457.48)
1020-0000-112220 A/R Repayment Agreement	(122.00)	417.00
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	28,490.87	490.47
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	69,831.50	72,564.46
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	35,833.00	436,184.05
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
<b>TOTAL ASSETS</b>	<u><b>60,158.96</b></u>	<u><b>5,586,948.05</b></u>
<b>LIABILITIES</b>		
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	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	556.00	38,396.00
1020-0000-211999 Tenant Refunds	-	9,877.53
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	1,548.81	22,930.71
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(5,084.84)	537,469.61
1020-0000-260601 Note Payable - Curr - PNC	-	61,753.30
<b>TOTAL LIABILITIES</b>	<u><b>(2,980.03)</b></u>	<u><b>981,972.75</b></u>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	63,138.99	68,820.15
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
<b>TOTAL EQUITY</b>	<u><b>63,138.99</b></u>	<u><b>4,604,975.30</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>60,158.96</b></u>	<u><b>5,586,948.05</b></u>



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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	(100,966.35)	638,815.38
1080-0000-112200 Accounts Receivable	1,364.75	29,031.70
1080-0000-112201 Allowance for Doubtful Accounts	(559.55)	(11,903.00)
1080-0000-112220 A/R Repayment Agreement	(521.00)	706.62
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	41,306.27	20,405.26
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	74,471.67	77,118.14
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	35,833.00	351,292.37
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
<b>TOTAL ASSETS</b>	<b>50,928.79</b>	<b>5,080,752.37</b>
<b>LIABILITIES</b>		
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	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	40,612.00
1080-0000-211999 Tenant Refunds	(1,281.00)	6,169.75
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	373.48	11,152.24
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(3,003.60)	317,482.05
1080-0000-260601 Note Payable - Curr - PNC	-	36,477.53
<b>TOTAL LIABILITIES</b>	<b>(3,911.12)</b>	<b>816,482.82</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	54,839.91	242,659.13
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
<b>TOTAL EQUITY</b>	<b>54,839.91</b>	<b>4,264,269.55</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>50,928.79</b>	<b>5,080,752.37</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	(54,370.94)	592,266.18
1090-0000-112200 Accounts Receivable	1,492.00	31,336.21
1090-0000-112201 Allowance for Doubtful Accounts	(611.72)	(12,847.85)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	682.53	(28,151.71)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	59,341.73	61,940.85
1090-0000-140000 Land	-	180,543.00
1090-0000-144000 Construction in Progress	(6,500.00)	(3,754.50)
1090-3000-144000 Construction in Progress	319,121.00	930,272.03
1090-0000-146000 Dwelling Structures	-	9,530,995.25
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,566,612.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(37,732.00)
1090-0000-150300 Deferred Outflow - MERS	-	142,995.00
<b>TOTAL ASSETS</b>	<u><b>319,154.60</b></u>	<u><b>4,244,743.72</b></u>
<b>LIABILITIES</b>		
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	-	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	50.00	23,060.00
1090-0000-211999 Tenant Refunds	53.00	9,264.92
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	(473.75)	(8,691.39)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(685.86)	72,495.90
1090-0000-260601 Note Payable - Curr - PNC	-	8,329.51
<b>TOTAL LIABILITIES</b>	<u><b>(1,056.61)</b></u>	<u><b>486,549.29</b></u>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	320,211.21	373,488.68
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
<b>TOTAL EQUITY</b>	<u><b>320,211.21</b></u>	<u><b>3,758,194.43</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>319,154.60</b></u>	<u><b>4,244,743.72</b></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(100.00)	71,301.04
5005-0000-111111 Chase Checking	(23,795.85)	545,999.89
5005-0000-112500 Accounts Receivable HUD	39,959.50	640,628.74
5005-0000-112954 Accounts Receivables-Misc	-	(4,000.00)
5005-1010-115700 Intercompany	77,547.65	125,991.39
5005-1020-115700 Intercompany	(28,490.87)	(490.47)
5005-1080-115700 Intercompany	(41,306.27)	(20,405.26)
5005-1090-115700 Intercompany	(682.53)	28,151.71
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(7,348.62)	38,535.47
5005-8002-115700 Intercompany	6,603.31	104,354.27
5005-8005-115700 Intercompany	4,975.35	3,913.23
5005-8010-115700 Intercompany	(26.96)	4,590.21
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	1,353.06	11,573.00
5005-0000-121200 Prepaid - Other	(774.00)	10,896.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	775,620.74
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
<b>TOTAL ASSETS</b>	<u><u>27,913.77</u></u>	<u><u>3,106,215.15</u></u>
<b>LIABILITIES</b>		
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	(32.78)	(32.78)
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(212.50)	(722.50)
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	(980.00)	2,565.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,884.77)	(6,301.53)
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
<b>TOTAL LIABILITIES</b>	<u><u>(6,110.05)</u></u>	<u><u>302,426.70</u></u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	34,023.82	414,576.71
5005-0000-282000 Income and Expense Clearing	-	2,360,663.45
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<u><u>34,023.82</u></u>	<u><u>2,803,788.45</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>27,913.77</u></u>	<u><u>3,106,215.15</u></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(9,413.11)	1,085,503.26
8002-0000-111111 Chase Checking	3,930.85	448,979.74
8002-0000-112200 Accounts Receivable	(84.07)	(156.20)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	7,348.62	(38,535.47)
8002-5005-115700 Intercompany	(6,603.31)	(104,354.27)
8001-0000-121100 Prepaid Insurance	16,300.81	16,308.36
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	147,708.00
<b>TOTAL ASSETS</b>	<u><b>11,479.79</b></u>	<u><b>1,555,453.42</b></u>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	155,452.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	55.00	55.00
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(9,672.61)	403,153.50
8001-0000-212000 Accrued Payroll	-	14,984.55
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	2,662.30
8001-0000-214000 Accrued Comp Absences - non curr	-	15,086.33
<b>TOTAL LIABILITIES</b>	<u><b>(9,617.61)</b></u>	<u><b>853,924.68</b></u>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	23,908.93	(261,787.05)
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	(2,811.53)	393,014.16
8002-0000-282000 Income and Expense Clearing	-	57,031,957.83
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
<b>TOTAL EQUITY</b>	<u><b>21,097.40</b></u>	<u><b>701,528.74</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>11,479.79</b></u>	<u><b>1,555,453.42</b></u>





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

**October 28, 2020**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

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

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

The FSS Coordinator has reached out to interested participants to determine their accessibility to Zoom. There is one Zoom session, and one in person session scheduled for November.

**HCV Orientations:**

LHC had four (4) orientations during the month of September 2020 and thirty-eight (38) vouchers were issued.

Zero (0) VASH orientation was held for the month of September 2020, and two (2) vouchers were issued with the assistance of community partners.

**Waiting List:**

Selections 1-50 were sent offer letters. Only 24 responses were returned. Staff is processing these files to determine eligibility.

**Department Initiatives:**

In the HCV Program there are currently 1,755 vouchers housed in all its programs. Forty nine participants are with the Shelter Plus Care Program (S+C), 74 are housed under the Permanent Supportive Housing Program (PSH), and 145 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,487 are housed under the Housing Choice Voucher Program.





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### Voucher Utilization

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

September Voucher Program Total Units	1,863
September Traditional HCV Utilization	1632
September % Utilized Units	88%

### Voucher Disbursement

HUD August HAP Disbursement	\$930,024
LHC August HAP/UAP Disbursement	\$915,868.35
% Voucher Funding Utilization	99%

HUD September HAP Disbursement	\$949,659
LHC September HAP/UAP Disbursement	\$896,072
% Voucher Funding Utilization	94%
HUD Held Reserves as of September 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 12/01/2020. 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 ten (10) 24-hour deficiencies and thirty-eight (38) 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 September 30, 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 94%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.



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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 09/30/2020





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**October 28, 2020**

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**September 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 September. 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 89% at the end of September. There were zero (0) households moved in, one (1) resident moved out, and two (2) unit transfers. The UML was 181 which equals 89%. At the end of September, Mt. Vernon had a total of 20 open work orders.

**Hildebrandt Park** occupancy was 99% at the end of September. There were three (3) households moved in, one (1) resident moved out, and zero (0) unit transfers. The UML was 218 which equals 99%. At the end of September, Hildebrandt had a total of 49 open work orders.

**LaRoy Froh** occupancy was 98% at the end of September. There was one (1) household moved in, zero (0) residents moved out, zero (0) unit transfers. The UML was 208 which equals 98%. At the end of September, LaRoy Froh had a total of 83 open work orders.







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**South Washington Park occupancy** was 92% at the end of September. There were one (1) household moved in, one (1) resident moved out, and zero (0) unit transfer. The UML was 182 which equals 92%. At the end of September, South Washington had a total of 36 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	181	89%	0	1	2	0
Hildebrandt	220	218	99%	3	1	0	0
LaRoy Froh	213	208	98%	1	0	0	0
S. Washington	197	182	92%	1	1	0	0
<b>Totals</b>	<b>832</b>	<b>789</b>	<b>95%</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 24,251	\$ 35,871	\$ 0	147%
Hildebrandt	\$ 22,896	\$ 31,280	\$ 0	137%
LaRoy Froh	\$ 19,703	\$ 21,904.50	\$ 0	111%
S. Washington	\$ 25,216	\$ 24,798	\$ 418	98%
<b>Totals</b>	<b>\$ 92,066</b>	<b>\$113,853.50</b>	<b>\$ 418</b>	<b>124%</b>







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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3228 N Waverly	3	1-13-20	261	TBD	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	369	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	212	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	337	TBD	\$4,000	Vacant due to RAD
3304 N Waverly	3	5-18-20	135	TBD	N/A	Vacant due to RAD
3260 N Waverly	3	2-10-20	238	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	268	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	198	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	198	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	191	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	191	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	170	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	162	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	58	TBD	N/A	Vacant due to RAD
3868 Wilson	1	8-3-20	58	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	51	TBD	N/A	Vacant due to RAD
3356 N Waverly	4	6-4-20	113	TBD	N/A	Vacant due to RAD
3858 Wilson	1	7-1-20	71	TBD	N/A	Vacant due to RAD
3868 Wilson	1	7-30-20	60	TBD	N/A	Vacant due to RAD
3508 N Waverly	4	9-16-20	33	TBD	N/A	Vacant due to RAD – Resident evicted due to poor housekeeping
4151 Glenburne	2	9-9-20	31	TBD	TBD	Resident transferred to Hildebrandt





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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
103-1135 Leslie	3	10-7-20	13	11-20-20	\$1420	
103-1944 Hoyt	2	10-5-20	15	11-20-20	\$1000	
103-2220 Turner	3	9-20-20	30	11-10-20	\$2800	Floors in unit = all tile, lots of work needed.





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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	143			Completing rehab.
111-6065 Southbrook	2	12-20-19	275			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	229			Completing Rehab
111-6215 Grovenburg	3	3-2-20	211			Completing Rehab
11-2370 Reo Rd	1	4-1-20	210			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	183			
112-3200 S Washington 226	1	3-10-20	204			
112-3200 S Washington 301	1	3-15-20	199			
112-3200 S Washington 320	1	6-1-20	121			
112-2716 Fireside	4	6-1-20	121			
112-3200 S Washington 402	1	4-30-20	153			
112-3200 S Washington 409	1	4-6-20	177			
112-3200 S Washington 115	1	8-5-20	56			
112-3200 S Washington 514	1	11-7-19	328			
112-3200 S Washington 515	1	1-30-20	244			
112-3200 S Washington 524	1	5-18-20	135			
112-3200 S Washington 310	1	9-30-20	0			
112-3200 S Washington 533	1	7-20-20	72			
112-3200 S Washington 509	1	8-13-20	48			
112-3200 S Washington 527	1	8-18-20	43			
112-3200 S Washington 333	1	8-21-20	40			

